

PERSON SPECIFICATION



Assistant Academy Business Manager

Criteria	Qualities
Qualifications and training	GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths NVQ Level III in relevant discipline or equivalent essential NVQ Level III in relevant discipline or equivalent desirable Record of ongoing CPD and commitment to further training in the future in support of this post (CSBM/DSBM)
Experience	At least two-year experience in a business environment Working in a school office environment desirable Experience and working knowledge of one or more of either Finance Management, HR Management or Estates Management. Experience of using financial software (desirably FMS) Experience of using Management Information Systems (desirably SIMS) Procurement and project management is highly desirable Managing and leading teams
Skills and knowledge	Good oral and written communication skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Ability to use IT packages including word processing, spreadsheets and presentation software Ability to build effective working relationships with colleagues and other stakeholders Understanding of data protection and confidentiality Understanding of safeguarding including safer recruitment
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Commitment to a team approach; exchanging ideas and providing support to colleagues where needed Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Patient, flexible and adaptable, meticulous and conscientious