

Person Specification for Maharishi School Business Manager

Transcendental Meditation and Consciousness-based Education The successful candidate will agree to learn Transcendental Meditation (TM) from a certified teacher and to maintain accreditation with Maharishi Foundation Ltd (MFL), see attached agreement which is appended to employment contracts.	
Specifications: E = Essential D = Desirable	
EXPERIENCE	
1. Substantial people management experience 2. Substantial financial budgeting and reporting experience 3. Computer fluency 4. Experienced with Windows and/or Google software 5. Public-facing experience 6. Financial experience within the education sector 7. Facilities management experience 8. Facility upgrade project management 9. School Information Management System experience 10. Payroll software experience	E E E E E D D D D D
SKILLS	
1. Financial administration. 2. Effective communication and people skills, including ability to establish an appropriate rapport with staff, pupils and parents. 3. Be solution focused and embrace creativity and innovation in all areas of resource and premises management. 4. Fluency in main Windows software programmes.	E E E E
ATTRIBUTES	
1. Respect for Maharishi School ethos and Consciousness-based Education. 2. Positive attitude to child safeguarding. 3. Able to maintain confidentiality. 4. Polite, friendly, professional, calm manner. 5. Ability to work on own and as part of a team – to organise and prioritise own workload and that of others, identifying what needs to be done and to act upon this.	E E E E E

6. Ability to see the bigger picture while attending to fine detail tasks.	E
7. Willingness to adapt to changing circumstances.	E
8. Personal commitment to equal opportunities.	E