



Person Specification

Job Title: Business Manager

Qualifications	Essential	Desirable
Educated to degree level or equivalent related professional qualification (qualifications below degree level will be considered if applicant demonstrates solid experience and evidence of continuous professional development).	✓	
Human Resources qualification		✓
Demonstration of an ongoing commitment to own professional development		✓
Experience		
Experience of working in a school environment		✓
Knowledge and experience of dealing with a wide range of Human Resources issues	✓	
Experience of contributing at a strategic level within the senior management/leadership team of an organisation	✓	
Knowledge and experience of managing risk assessments and health and safety legislation	✓	
Experience of leading, managing and motivating staff and providing clear vision and direction in order to encourage participation, innovation and develop colleagues' confidence	✓	
Skills/Knowledge		
Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation	✓	
Ability to lead and manage change	✓	
Highly developed planning and organisational skills and the ability to delegate appropriately	✓	
Ability to use standard ICT packages including Microsoft Office	✓	

Ability to create, manage and maintain effective working relationships with colleagues, Directors, Academy Council, Governors, external agencies and other stakeholders	✓	
Possess an interest in education and the ability to develop positive working relationships with young people	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Knowledge of data protection regulations and an awareness of the importance of confidentiality	✓	
Flexibility and willingness to be adaptable	✓	
Willingness to constructively challenge the work of self and others to continually improve their own and team performance	✓	
A strong commitment to personal development for all staff including themselves	✓	
Evidence of a commitment to promoting the welfare and safeguarding of children and young people	✓	
Other		
Satisfactory DBS check	✓	