

Person Specification

Job Title:	Business Manager
Salary/Grade:	GLP Grade 6, SCP 23-28. pro rata
Contracted Hours:	37 hours per week, full time, year round position (Flexibility to 0.8 or 0.6 appointment available, with wage pro rata)
Academy Name:	Woodhouse Primary Academy
Location/Address:	Woodhouse Road, Quinton, Birmingham. B32 2DL

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
Professional Certification e.g. AAT, CIPFA, CIPD, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A degree or equivalent qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Evidence of in-service professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
GCSE English and Maths C or above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A relevant professional management qualification (e.g., CSBM and or DSBM) and/or experience of working as a School Business Manager in a school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IOSH qualification e.g. Managing Safley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion.
Substantial experience of working in schools and/or an educational setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Significant/recent experience in a management position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of leading areas such as and including managing Finance, HR, Estates and Health and Safety within an education setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Have demonstrable experience of successfully leading projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working with external agencies especially in relation to achieving sector specific compliance including GDPR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of using an MIS, data bases and relevant systems to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of project management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Performance management appraisal for staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Essential	Desirable	How Identified
Skills & Abilities			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Demonstrate the ability to use transferrable skills to drive and deliver excellence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prepare, analyse and use data efficiently and effectively to support all aspects of school management and development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Inspire, challenge, motivate and empower others to improve practice and performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lead and manage people to work towards common goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to investigate, resolve problems and make decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to ensure that Woodhouse is welcoming and that our partners and wider community are able to work successfully with us.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrate equality and inclusion through the role and professional behaviours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to manage people effectively and have a commitment to equality and inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
A clear understanding of the essential qualities necessary to be effective in the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The principles of effective monitoring of policy, processes and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge and understanding of data analysis and the ability to use data to set targets/inform projects or ways of working to improve performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Up to date knowledge and understanding of the current national education agenda and its potential impact on finance, Estates, Health and Safety and HR in the context of our schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of current safeguarding child protection procedures and how this impacts on specific areas of the role e.g. safer recruitment and estate management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g., presentation, group discussion
Highly organised and efficient	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proactive, keen to embrace new ideas and challenges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To be able to work independently and, at times, collaboratively with staff from across the Partnership.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Confident and excellent inter-personal skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrate an understanding of the need for confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Essential	Desirable	How Identified
Committed to continuing professional development for self and others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General & Specific or Legal knowledge			Application form and interview questioning and reference.
Financial management and accounting procedures, Resource management and procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
HR: An ability to provide advice and guidance to Headteachers and colleagues from across the Partnership in line with policy and practice e.g. safer recruitment, absence management etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H&S policies/codes of practice/legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Estates maintenance and compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A passion to make a difference to children at Woodhouse Primary Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Special Requirements			
It is the responsibility of each employee to carry out their duties in line with Greenheart Learning Partnership's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.			

Developed by:	Chief Finance Officer/Head Teacher	Date of issue:	Sept 2024
Signature of Postholder		Date of signature:	