

Personal Spec College Business Manager

Qualifications, Knowledge and Understanding Essential	<ul style="list-style-type: none"> • A good degree or of degree calibre • Evidence of previous and ongoing commitment to further professional training/development • Knowledge of an educational setting and the impact and contribution Support Staff roles play in delivering outcomes in schools • Substantial experience in financial and business management • Knowledge and understanding of key business functions e.g. Finance, HR, IT, Health & Safety, Data Protection
Desirable	<ul style="list-style-type: none"> • Hold a professional accountancy qualification or be working towards • Safer recruitment trained
Experience, Skills and Abilities Essential	<ul style="list-style-type: none"> • Proven track record of success as a middle manager or as a senior leader • Ability to lead and influence others to achieve individual and team goals • Good understanding and previous experience of business policies, processes and/or procedures and ensuring compliance and delivery through others • Experience of budget planning and financial management

<p>Desirable</p>	<ul style="list-style-type: none"> • Ability to influence others, facilitate a culture of teamwork and creative problem-solving • Enthusiasm, strong interpersonal, emotional intelligence, and communication skills • Able to innovate, think creatively and provide sound advice on potential impact of future financial business decisions • Ability to evaluate and interpret data to provide advice and guidance on future strategy • Experience of working successfully with Governors, staff, parents/carers, stakeholders and community to secure positive outcomes for students (or similar business model) • Ability to use data, management information and evidence to support business plans where necessary • Excellent communication, both written and verbal, with the ability to build and maintain positive relationships at all levels of the organisation including the student population and wider community <ul style="list-style-type: none"> • Approachable, with a highly professional manner at all times • Experience of working as a Business Manager in a school setting • Previous experience of leading and managing multi-disciplinary teams • Background, qualifications and/or experience in HR/Employment Law, IT, Health & Safety, Estates Management, Data Protection • Experience of formulating policy and implementing • Experience of working with a Governing Body
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