

Person Specification

Hub Business Leader

Criteria	Essential	Desirable
Qualifications		
Recognised school business management qualification		X
Recognised health and safety qualification		X
Experience		
Direct of experience of school business management with responsibility across a full range of business services.	X	
Experience of working at senior school or trust leadership level, providing advice and support to senior leaders.	X	
Experience of procurement and effective contract management to secure value for money from contractors.	X	
Experience of managing and leading people to get results, providing support and direction to get the best from others.	X	
Experience of designing business processes to maximise efficiency and effectiveness.		X
Knowledge and Skills		
A strong understanding of health and safety frameworks in schools, able to provide advice to colleagues on core issues.	X	
Knowledge of safeguarding requirements in schools and of requirements for a compliant SCR in particular.	X	
Knowledge of IT systems relevant to school business management: Arbor, Every, IMP.		X
A strong understanding of school finance with experience of creating and managing a school budget.	X	

An understanding of risk management and its application in a school environment	X	
An understanding of the GEMS guidance and its application	X	
An understanding of payroll processes and pay and conditions arrangements in schools		X
Personal Qualities		
Able to build and maintain strong and productive working relationships with a wide range of internal and external stakeholders.	X	
Able to manage competing demands on time effectively, working through others to have the greatest impact on outcomes.	X	
A clear thinker, able to prioritise issues quickly to focus effort where it will have greatest impact	X	
Able to support and develop others to increase their knowledge and/or skill level to improve team productivity.	X	
Able to demonstrate professional credibility to secure the confidence of senior colleagues and stakeholders	X	