

Person Specification Business Manager		Tick relevant column		List code/s*
		Essential	Desirable	How identified
* Codes: AF = Application Form, I = Interview Process, CQ = Certificate of Qualification, R = References				
1	Qualifications:			
	Degree or equivalent professional qualification	✓		AF/CQ
	Professional qualification in accountancy / Administration /Business Management	✓		AF/CQ
	Certificate of School Business Management or equivalent		✓	AF/CQ
	Trained in Safer Recruitment		✓	AF/CQ
	Trained in Human Resources		✓	AF/CQ
	To be actively and enthusiastically engaged in own relevant continuous professional development	✓		AF/I/R
2	Relevant Experience:			
	Experience in commerce, industry or education at a senior level	✓		AF/I/R
	Experience in education at a senior level		✓	AF/I/R
	Substantial experience of effective budget management and accountancy	✓		AF/I/R
	Proven track record of effective Personnel Management	✓		AF/I/R
	Experience of Project Management	✓		AF/I/R
	Proficient in ICT Systems	✓		AF/I/R
	Experience in improving systems and operations in a school		✓	AF/I/R
	Experience of GDPR and Data Protection		✓	AF/I/R
	Experience of School Governance		✓	AF/I/R
	Experience of Site Management		✓	AF/I/R
Experience of Educational Visits planning		✓	AF/I/R	
3	Skills (including thinking challenge/mental demands):			
	Be a strategic thinker and a problem solver	✓		AF/I/R
	Have the ability to be a senior leader, with well-developed team leadership skills	✓		AF/I/R
	Have highly developed interpersonal skills with maturity and sensitivity of approach necessary to communicate and negotiate effectively with diverse personnel both internally and externally	✓		AF/I/R
	Have the ability to manage difficult and routine issues simultaneously	✓		AF/I/R
	Have the ability to present to large audiences and have excellent writing skills	✓		AF/I/R
	Be able to work with groups of children		✓	AF/I/R
4	Knowledge:			
	Of School Teachers Terms and Conditions	✓		AF/I/R
	Of Support Staff Terms and Conditions	✓		AF/I/R
	Of employment policies and procedures and employment legislation	✓		AF/I/R
	Of safer recruitment and safeguarding	✓		AF/I/R
	Of budget planning and financial management	✓		AF/I/R
	Of site, facilities and project management procedures	✓		AF/I/R
	Of procurement and tendering processes	✓		AF/I/R
	Of contract management	✓		AF/I/R
	Of income generation and funding initiatives	✓		AF/I/R
	Of health and safety policy and procedure	✓		AF/I/R
	Of GDPR and Data Protection	✓		AF/I/R
Of Educational Visits planning	✓		AF/I/R	
5	Personal Qualities:			
	Ability to establish professional, effective working relationships with a range of partners, colleagues and children & young people	✓		AF/I/R
	To be flexible and to have ability to respond to unplanned situations	✓		AF/I/R
	To have an extremely high level of honesty, integrity and commitment	✓		AF/I/R
	Resilience and the ability to work under pressure and meet deadlines	✓		AF/I
6	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the DBS	✓		DBS Disclosure