

Business Manager Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** |  |  |
| Experience of working in a finance-based role |  |  |
| Experience of working in a school finance role |  |  |
| Experience of working in and managing business administration |  |  |
| Using financial accounting systems, administrative systems and othersupporting IT systems |  |  |
| Preparing budgets and gaining agreement from leadership team |  |  |
| Budget monitoring and year-end forecasting |  |  |
| Successful leadership and management experience in a school, or in a relevant field outside education |  |  |
| **Qualifications** |  |  |
| GCSE grade C/4 or above in English and Maths |  |  |
| Educated to A level standard or equivalent (or at least 2 years’experience in similar role) |  |  |
| Finance (e.g. AAT), CSBM, Business Management or degree qualification |  |  |
| School business manager training |  |  |
| Health and safety training. |  |  |
| **Knowledge and understanding** |  |  |
| Understanding and upholding child protection and safeguarding |  |  |
| Knowledge of school IT systems (e.g. SIMS, ARBOR, SAP, CPOMS) |  |  |
| Knowledge and understanding of financial planning software |  |  |
| Understand the need for confidentiality and discretion |  |  |
| Sound knowledge of HR including safe recruitment processes |  |  |
| Working knowledge of health and safety including risk assessment |  |  |
| Understanding of new technologies and how they can enhance theschool’s administration and business management |  |  |
| **Skills and Abilities** |  |  |
| Excellent numeracy and literacy skills |  |  |
| Expertise in Outlook and Microsoft Office |  |  |
| Ability to communicate effectively in writing, verbally and using presentation skills |  |  |
| Strong interpersonal skills and the ability to professionally managechallenging situations and solve problems |  |  |
| Excellent attention to detail and accuracy |  |  |
| **Personal Qualities** |  |  |
| Ability to prioritise and manage a complex workload and work under pressure |  |  |
| A professional yet friendly and approachable manner |  |  |
| Self-motivated with the ability to work effectively without supervision |  |  |
| Enthusiastic approach to continuous personal development |  |  |
| Displays a constructive and optimistic attitude that has a positive effect on others |  |  |
| Deals with difficult situations sensitively and effectively |  |  |
| **Other Work-Related Requirements** |  |  |
| Ability to work occasional evenings to attend governor and other work-related meetings |  |  |