



Radcliffe on Trent School Business Manager

Person Specification

	Essential	Desirable
Education and Qualifications	<p>Good standard of education including GCSE (or equivalent) in English and Maths</p> <p>Relevant professional qualification or experience in administration, finance, business management or a related area</p>	<p>Qualification or training in school business management, finance, HR or administration</p> <p>Evidence of continued professional development</p>
Experience	<p>Experience of managing administrative, financial or operational services</p> <p>Experience of developing and maintaining effective systems and processes</p> <p>Experience of budget monitoring or financial administration</p> <p>Experience of supervising or managing staff</p> <p>Experience of maintaining accurate records and working with confidential information</p>	<p>Experience working in a school or education setting</p> <p>Experience supporting HR processes including recruitment and personnel administration</p> <p>Experience managing premises, compliance or health and safety systems</p> <p>Experience of identifying opportunities to generate additional income for an organisation</p> <p>Experience of school management information systems</p>
Knowledge and Understanding	<p>Understanding of effective administrative and operational systems</p> <p>Understanding of financial monitoring and budget processes</p> <p>Knowledge of data protection and confidentiality requirements</p>	<p>Knowledge of school finance or local authority procedures</p> <p>Knowledge of premises compliance or health and safety requirements within schools</p> <p>Understanding of safeguarding responsibilities in schools</p>

<p>Skills and Competencies</p>	<p>Strong organisational and time management skills</p> <p>Ability to develop and maintain effective systems and procedures</p> <p>Strong communication and interpersonal skills</p> <p>Ability to analyse information and provide clear reports or advice</p> <p>Ability to lead and support teams effectively</p> <p>Ability to manage competing priorities and deadlines</p> <p>Ability to identify opportunities to improve operational efficiency</p>	<p>Experience supporting the development of new services or income streams</p>
<p>Personal Qualities</p>	<p>We are looking for someone who is:</p> <ul style="list-style-type: none"> • proactive, reliable and well organised • approachable and able to build positive relationships • able to lead and motivate others and work effectively in a team • resilient and able to manage a varied workload • committed to the values and ethos of the school • committed to safeguarding and promoting the welfare of children 	