

Business Manager
Person Specification

| CATEGORY | CRITERIA |
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| QUALIFICATIONS | <p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ A degree or professional qualification, such as Business Management ▪ Commitment to continuous professional development <p>DESIRABLE</p> <p>Recognised qualification in School Business Management (DBSM) or equivalent</p> |
| EXPERIENCE | <p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ Significant experience of leading the strategic financial planning for a school, academy or other organisation ▪ Experience of budget setting and budgetary control ▪ Experience of monitoring a range of contracts such as Catering, Facilities Management to ensure value for money and Key Performance Indicator requirements are met. ▪ Evidence of successful management and leadership of diverse teams ▪ Experience of working at a senior level which gives competency in delivering <ul style="list-style-type: none"> ○ Human Resources ○ Site and Facilities ○ Health and Safety ○ Contract Management ○ Change Management ○ Project Management ▪ Experience of working with school governance, sponsors, trustees or a board of directors ▪ Experience of working with a range of external partners ▪ Evidence of integrity and professionalism in all areas of responsibility <p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ Previous experience as a Senior Manager in a similar role or part of a role in another school or educational establishment. ▪ Experience of delivering training. ▪ Experience of bid writing, gaining sponsorship and developing income generation opportunities. ▪ Experience of working with young people in either a paid or voluntary capacity |
| SPECIALIST KNOWLEDGE | <p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ A working knowledge of legislation relevant to the key areas of management outlined above under work related experience e.g. Employment Law, Financial Policies and Legislation, Health and Safety at Work Act etc ▪ An understanding of the Secondary School context to include relevant strategies and initiatives ▪ A knowledge of Keeping Children Safe in Education, annual guidance and legislation ▪ A working knowledge of facilities management |
| SKILLS | <p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ Ability to work effectively within a team environment ▪ Willingness to constructively reflect on your own practice and that of others in order to continually improve own and team performance ▪ Excellent literacy, numeracy and ICT skills ▪ Ability to steer a service/organisation through significant change |

- Abilities to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans / programmes to deliver these solutions
- A track record of leading successful delivery of large or complex projects across a business or organisation
- Strong skills in financial analysis and risk management
- Excellent leadership skills and the ability to inspire and challenge direct reports and colleagues
- The ability to manage the performance of a diverse range of staff
- High effective administrative and organisational skills, with attention to detail
- Ability to think both strategically and creatively and to prioritise
- Resilience, the ability to work under pressure and be able to meet deadlines, often without guidance from the Head or Governors, to deliver agreed objectives
- Outstanding communication skills
- Excellent presentation skills and the ability to adapt complex information for the appropriate audience
- Excellent communication skills (including written, oral and presentation skills)
- Excellent interpersonal skills
- Ability to appropriately negotiate highly confidential information and situations sensitively and compassionately

DESIRABLE

- Developed negotiating skills
- Good knowledge of Bromcom (MIS), Civica (finance package), Edupay and Orovia (budget planning package)