

## Business Manager Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Preferably a degree - ideally in business management or a related discipline, or</li> <li>➤ A school business management qualification such as BTEC Level 5 Diploma in School Business Management</li> <li>➤ Health and Safety training and/or accountancy qualification</li> <li>➤ IT skills qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful business experience in a school, or in a relevant field outside education</li> <li>➤ Involvement in school self-evaluation and improvement planning</li> <li>➤ Line management experience</li> <li>➤ Experience of change management</li> <li>➤ Contributing to staff development</li> <li>➤ Experience of data protection</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management</li> <li>➤ Excellent attention to detail</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Proven analytical skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> </ul>