

# School Business Manager Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/TRAINING</b>		
Relevant professional qualification/Professional School Business Management/Facilities Management Qualification / Accountancy / HR		*
At least GCSE standard English and Maths or equivalent	*	
<b>EXPERIENCE</b>		
Experience of holding a senior or manager role in an educational setting	*	
Practical experience and knowledge of managing capital projects and planned maintenance routines		*
Experience of management of statutory compliance and Health & Safety in the workplace		*
Experience of managing budgets including setting, monitoring and producing the necessary monthly management accounts	*	
Proven experience of contracts management		*
Experience of leading and managing teams and directly line managing individuals	*	
<b>SKILLS &amp; COMPETENCIES</b>		
Able to work autonomously at a senior level but also be part of the strategic team	*	
Has the ability to manage a diverse workload whilst retaining an attention to detail	*	
Ability to communicate effectively and have the ability to deal with situations in a sensitive and confidential manner	*	
Ability to maintain a calm but productive and focussed environment	*	
Ability to work collaboratively and flexibly within a team and contribute to team development	*	
Ability to absorb significant amounts of information then present it to third parties in an appropriate format for their level of understanding	*	
Able to receive and issue comprehensive written procedures or verbal instructions	*	
Is committed to and meets all the requirements for safeguarding children	*	
<b>PERSONAL ATTRIBUTES</b>		
Is punctual, reliable, honest and trustworthy	*	
Is keen and willing to work in accordance with the Trust's values and behaviours	*	
Has a genuine desire to support the education and personal achievements of our pupils	*	