



Tove Learning Trust

Person Specification



Job Title:	School Business Manager	Essential	Desirable
Education and Qualifications			
Educated to at least GCSE standard in English and Maths or equivalent	✓		
Relevant professional qualification/Professional School Business Management / Facilities Management Qualification / Accountancy / HR			✓
Experience			
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 lines managing individuals			✓
Knowledge and Skills			
Able to work autonomously at a senior level but also be part of a 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 needs for safeguarding children	✓		
Personal Attributes			
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	✓		