**LONDON BOROUGH OF GREENWICH**

**PERSON SPECIFICATION**

**IMPERIUM FEDERATION**

**JOB TITLE: FEDERATON BUSINESS MANAGER**

**Grade: PO7 Spine Point 44 - 47**

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| **CRITERIA OR REQUIREMENTS** | **METHOD OF SHORTLISTING** | **CRITERIA** |
| **QUALIFICATIONS/TRAINING** |  |  |
| * Formal qualifications in Mathematics, English Language | AF | Essential |
| * A degree or other relevant qualification - ideally in accountancy, business management or a related discipline | AF | Desirable |
| * A school business management qualification e.g. Level 4 Diploma in School Business Management | AF | Desirable |
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| **EXPERIENCE** |  |  |
| * Successful leadership and management experience in a school, or in a relevant field outside education | AF/I | Essential |
| * Involvement in school self-evaluation and improvement planning | AF | Desirable |
| * Line management experience | AF | Desirable |
| * Contributing to staff development | AF | Desirable |
| * Working with children or young people | AF/I | Essential |
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| **SKILLS AND KNOWLEDGE** |  |  |
| * Sound knowledge of financial management | AF/I | Essential |
| * Excellent attention to detail | AF | Essential |
| * Previous use of SIMS and related FMS ; back office for website  and other forward facing systems | AF/I | Essential |
| * Effective communication and interpersonal skills | AF | Essential |

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| * Ability to communicate a vision and inspire others | AF | Essential |
| * Ability to build effective working relationships with staff and other stakeholders | AF | Essential |
| * Understanding of data protection and confidentiality including GDPR, safeguarding and associated practice | AF/I | Essential |
| * Understanding of examination board practice and liaison with outside qualification providers | AF | Essential |
| * Sound knowledge of procurement and employment practice | AF/I | Essential |
| * Sound knowledge of auditing (financial) | AF/I | Essential |
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| **PERSONAL QUALITIES** |  |  |
| * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | AF | Essential |
| * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | AF/I | Essential |
| * Communicate effectively with a varied audience | AF | Essential |
| * Ability to work under pressure and prioritise effectively | AF/I | Essential |
| * Flexibility and commitment | AF | Essential |
| * Ability to self-organise and time manage | AF/I | Essential |
| * Excellent collaborator | I | Essential |
| * Able to lead and show resilience | AF/I | Essential |
| * Maintains confidentiality at all times |  | Essential |
| * Full and unerring commitment to safeguarding, equality & diversity | AF/I | Essential |
| * Embraces change well | AF | Essential |
| * Deals with difficult situations effectively | AF/I | Essential |
| * Keen sense of humour | I | Essential |

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| **OTHER JOB SPECIFIC REQUIREMENTS** |  |  |
| * Commitment to the Council’s Equal Opportunities Policy and acceptance of responsibility for its practical applications | AF | Essential |
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