

Job Title:	<b>School Business Manager</b>	Essential	Desirable
<b>Education and Qualifications</b>			
Educated to at least GCSE standard in English and Maths or equivalent		✓	
Relevant professional qualification/Professional School Business Management / Facilities Management Qualification / Accountancy / HR			✓
<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 lines managing individuals			✓
<b>Knowledge and Skills</b>			
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		✓	
<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		✓	