



**Business Manager – Person Specification**

The following are the main attributes the Governing Body would wish to see offered by candidates. It is not as an exhaustive ‘tick list’ but is provided as guidance.

How candidates will be assessed: A – Application Form; I – Interview; R –Reference

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| **QUALIFICATIONS** |
| Good standard of general applications | Essential | A |
| Commitment to further professional development | Essential | A |
| First Aid qualification | Desirable | A |
| Further qualification in a related area e.g. Degree, accountancy, NCSL certificate/Diploma in School Business Management | Desirable | A |
| **EXPERIENCE, KNOWLEDGE AND SKILLS** |
| At least 5 years’ experience of strategic senior or middle management gained preferably, although not necessarily, within a school | Essential | A/I/R |
| An excellent understanding and at least 3 years practical experience at a senior level in one of more of the key disciplines (HR, Finance, Estate management, Business Administration) ideally gained within an educational setting | Essential | A/I/R |
| Demonstrable expertise in Estate management procedures | Desirable | A/I/R |
| Demonstrable expertise in HR procedures | Desirable | A/I/R |
| Knowledge/experience of facilities management, including Health and Safety | Desirable | A/I/R |
| Experience of managing large and complex projects | Desirable | A/I/R |
| Ability to analyse and interpret a range of complex information | Essential | A/I/R |
| Strong work planning skills (long term planning) | Essential | A/I/R |
| Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable situations | Essential | A/I/R |
| Able to work with due regard to confidentiality | Essential | A/I/R |
| Strong administrative and IT skills | Essential | A/I/R |
| **Personal and professional Qualities** |
| Well-organised, professional, innovative and tactful  | Essential | A/I/R |
| A reflective practitioner  | Essential | A/R |
| Able to work under pressure and meet deadlines  | Essential | A/R |
| Commitment to team approach  | Essential | A/I/R |
| Able to manage an appropriate work-life balance  | Essential | A/I/R |
| Passionate about wanting to make a difference to our children | Essential | A/I |
| Have a desire to further their learning and be ambitious for their career | Essential | A/I/ |
| Have an approachable and friendly manner and an awareness of the needs of others  | Essential | I/R |