

PERSON SPECIFICATION - SCHOOL MANAGER

Specification	Essential	Desirable
Relevant Education/ Training	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline Training in school finance and information management systems
Experience	<ul style="list-style-type: none"> Working as part of a school administrative team for several years Liaising with a range of individuals and organisations around areas of resource management, health and safety, catering, site management, school leadership, facilities management, procurement and financial management 	<ul style="list-style-type: none"> Several years experience working in a business environment at a management level Experience of running staff inductions, training and appraisal Experience of securing new income streams
Relevant Skills	<ul style="list-style-type: none"> Excellent communication, numeracy, literacy and ICT skills Full working knowledge of relevant policies/codes of practice/legislation Ability to interpret advice/statute and to devise policy/practice in the light of these Ability to relate well to children and adults Ability to persuade, motivate, negotiate and influence Ability to self-evaluate learning 	<ul style="list-style-type: none"> Ability to manage a multi-disciplinary team effectively
Other Requirements	<ul style="list-style-type: none"> ,high level of energy, enthusiasm and interpersonal skills. To lead in the whole life of the school. To further own professional development and keep abreast of research and innovation. Commitment to pastoral care of children. 	Knowledge of both Primary and secondary Education settings.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check as well as attending safeguarding training as part of this role.