**PERSON SPECIFICATION - SCHOOL MANAGER**

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| Specification | Essential | Desirable |
| **Relevant**Education/**Training** |  | * NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline
* Training in school finance and information management systems
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| Experience | * 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
 | * 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
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| **Relevant****Skills** | * Excellent communication, numeracy, literacy and ICT skills
* Full working knowledge of relevant polices/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
 | * Ability to manage a multi-disciplinary team effectively
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| **Other****Requirements** | * ,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.*