**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 |
| 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 |
| **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 |
| **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.*