



Business Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Certificate in School Business Management or similar qualification (level 4) in business management 	<ul style="list-style-type: none"> • Health & Safety qualification (NEBOSH or similar) • Professional financial management qualification • Continued desire or commitment to work towards suitable qualifications
Experience	<ul style="list-style-type: none"> • Highly developed skills in use of ICT to prepare, analyse and present management information to support effective decision making • Minimum 2 years proven budget management experience • 2/3 years' experience of team management/supervision 	<ul style="list-style-type: none"> • Experience of education systems e.g. SIMS, FMS • Previous experience of dealing and maintaining Health and Safety within a school environment • Previous project management experience
Knowledge and Skills	<ul style="list-style-type: none"> • Highly developed oral and written communication skills. Ability to communicate in a way which meets the needs of diverse audiences • Proven ability to deal with a range of sensitive issues • Ability to work as a member of the team and actively promote teamwork • Ability to act professionally and facilitate the resolution of any problems including workplace conflict and make the appropriate decisions • Ability to respond positively to and actively support the Headteacher and senior leadership team 	<ul style="list-style-type: none"> • Proven ability to develop, implement and update systems
General Education	<ul style="list-style-type: none"> • High level of literacy and numeracy • Ownership and commitment to continuous learning and development • Minimum 5 GCSEs with A or B for English and Maths 	<ul style="list-style-type: none"> • A-Level qualifications

Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Flexible to enable a responsive service at all times • Hard working and enthusiastic presenting a professional manner at all times • Possess a sense of humour and the ability to be able to multi-task work with energy and enthusiasm 	
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