



## Business Manager Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs including English and Maths</li> <li>• High level of literacy and numeracy</li> <li>• Ownership and commitment to continuous learning and development</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• CSBM or equivalent qualification on admin management / office management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years proven school office experience</li> <li>• Line management of admin staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of education systems e.g. SIMS, FMS</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to deal with a range of sensitive issues</li> <li>• Ability to work as a member of the team and actively promote teamwork</li> <li>• Ability to act professionally and facilitate the resolution of any problems</li> <li>• Ability to respond positively to and actively support the Headteacher and Senior Leadership Team</li> <li>• Experience of managing workload and prioritising tasks</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to high quality service delivery</li> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li> <li>• Flexible to enable a responsive service at all times</li> <li>• Hard working and enthusiastic presenting a professional manner at all times</li> <li>• Possess a sense of humour</li> </ul>	