



Business Manager Person Specification

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • 5 GCSEs including English and Maths • High level of literacy and numeracy • Ownership and commitment to continuous learning and development | <ul style="list-style-type: none"> • First aid qualification • CSBM or equivalent qualification in admin management / office management or willing to train |
| Experience | <ul style="list-style-type: none"> • Minimum 2 years proven office management experience (preferably in a school / academy setting) • Line management of admin staff • Transferable skills in management / problem solving | <ul style="list-style-type: none"> • Working knowledge of school office procedures • Experience of education systems e.g. SIMS, FMS |
| Knowledge and Skills | <ul style="list-style-type: none"> • 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 • Ability to respond positively to and actively support the Headteacher and Senior Leadership Team • Experience of managing workload and prioritising tasks | |
| 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 • Able to show initiative • 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 | |