

**PERSON SPECIFICATION**

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| **Job Title:** | Business Manager |
| **Reports to:** | Headteacher |
| **Section:** | Dorothy Stringer School |

### **Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | * NVQ Level 4 or equivalent qualification in relevant discipline e.g Certificate of School Business Management or Diploma in Business Administration * Thorough knowledge of appropriate legislative frameworks surrounding financial management. |
| **Experience** | * Significant experience at a senior level in a professional administrative, leadership and/or HR/finance role. * Experience of working within a financial environment, including budget monitoring, financial record keeping and income generation. * Experience of working with facilities and site services such as catering, caretaking and cleaning. Managing the provision of services and staff/team performance. * Experience of working with external suppliers, contract negotiation and management. * Experience of handling complex contractual compliance/ Facilities management * Experience in a schools environment |
| **Skills and Abilities** | * Ability to think strategically and analytically across different areas of responsibility * Ability to prepare annual budgets and reconcile expenditure and income * Ability to identify problems/issues and recommend solutions * Ability to lead, manage and motivate staff. * Highly developed planning and organisational skills * Highly effective communicator capable of precise and well-argued judgement; able to influence and persuade, but also listen and learn. * Proven ability to work accurately and prioritise under pressure and to meet competing deadlines * Ability to resolve conflict and facilitate positive solutions. * Able to interpret legislations, regulations and statistical information * Excellent numerical skills * High level of ICT skills, including MS Word, Excel and management information systems * Ability to work co-operatively as a team member, whilst also working on own initiative * Ability to maintain confidentiality * Ability to deliver presentations and present complex information (including financial information) in a clear and accessible way |
| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |
| **Other Requirements** | * Demonstrate a flexible approach to work and an ability to quickly change priorities when necessary. |

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’.