



St. John Paul II Multi-Academy

Bishop Walsh Catholic School
Holy Cross Catholic Primary School
St. Joseph's Catholic Primary School
St. Nicholas' Catholic Primary School



Bishop Walsh
Catholic
School



Holy Cross
Catholic Primary
School



St. Joseph's
Catholic Primary
School



St. Nicholas'
Catholic Primary
School

Registered in England and Wales: No. 08706247

Registered Office: Bishop Walsh Catholic School, Wylde Green Road,
Sutton Coldfield, Birmingham B76 1QT

Web: johnpaulii.org

Person Specification

Post: SJPII Multi Academy - Academy Strategic Business Manager

This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.

	Essential	Desirable	Method of Assessment
Knowledge/Qualifications/Skills			
A recognised Accountancy or DSBM qualification	*		A
Educated to 'A' Level or Degree	*		A
Evidence of further studies and professional development	*		A R
Excellent ICT skills (spreadsheets, draft and edit documents)	*		A R
Understanding of different accounting and financial procedures	*		A I R
Understanding of the skills and approaches needed for successful leadership and team management	*		A I R
Ability to delegate responsibilities effectively as a team leader	*		A I R
Ability to make presentation to the board and SLT	*		A I
An understanding of human resources process	*		I
Knowledge of relevant employment, H & S and company law	*		I
Knowledge & understanding of the statutory requirements for the operation of a Catholic multi academy company		*	A I
Experience			
Budgetary management within a large organisation	*		A I R
Financial and cash flow forecasting, planning and reporting	*		A I R
Income generation (external funding bids)	*		A

Proven record of leading and managing an effective team in a large organisation with a number of budget holders	*		A R
Commercial negotiating skills and a commitment to adding value		*	A I
Record of leading and managing change in an educational or commercial environment	*		A R
Improvement planning and self-evaluation	*		I
Understanding of procurement, contracts and outsourcing	*		I
Ability to write strategic business plans	*		I R
Ability to develop strategic budgets	*		I R
Knowledge of recent legislation in relation to PAYE, HR and FM	*		I
Experience of working with the DfE, EFA and other agencies	*		A I R
Personal Qualities			
A clear understanding of and a commitment to the distinctive nature and mission ethos and culture of a Catholic multi-academy company	*		A I
A high level of personal organisation, enthusiasm, energy, integrity and professionalism	*		I R
Able to set clear goals and aims and achieve them	*		A I
Able to work co-operatively and collaboratively with colleagues at all levels	*		I R
Ability to enthuse and inspire colleagues to work collaboratively towards agreed goals	*		A I R
A solution focused, adaptable approach to overcoming obstacles and difficulties	*		A I
Ability to work under pressure and to meet deadlines and be flexible and open to change	*		A I R
A strong sense of humor	*		A I
Equal Opportunities			
A strong commitment to abide by and promote equal opportunities in practice which encompasses gender, race, religion and disability	*		A I
A commitment to working positively within JP11 MAC guidelines to effect positive attitudes and raise expectations in the school	*		A I

Key to Method of Assessment:

A = Application, I = Interview and assessment, R=Reference, C=Certificate

