# Person Specification- Business Manager St Joseph’s Catholic High School

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** |
| Strong general qualifications to level 4 standard or above | **✓** |  | **Application** |
| First degree or equivalent |  | **✓** | **Application** |
| Degree or Diploma in Human Resource Management |  | **✓** | **Application** |
| Certificate or Diploma in School Business Management  |  | **✓** | **Application** |
| Professional accountancy qualification |  | **✓** | **Application** |
| **Experience** |
| At least 3 years’ experience of working in a similar role, or supporting someone working in a similar role in the education sector | **✓** |  | **Application / Reference** |
| Evidence of taking a strategic lead and contributing to the strategic direction of an organisation. | **✓** |  | **Application/****Interview** |
| Evidence of financial management experience including budgeting, forecasting, reporting and cash-flow | **✓** |  | **Application / Interview** |
| Experience of rigorous procurement processes and understanding of best value | **✓** |  | **Application / Interview** |
| Sound and current knowledge and understanding of relevant legislation and guidance | **✓** |  | **Application / Interview** |
| Evidence of ability to generate and sustain positive working relationships with external providers | **✓** |  | **Interview /****Reference** |
| Evidence of successful leadership and management of others | **✓** |  | **Interview /****Reference** |
| Experience of working in all aspects of Human Resources |  | **✓** | **Application** |
| Experience of all Building related matters and running projects |  | **✓** | **Application / Interview** |
| Experience of successful income generation |  | **✓** | **Application / Interview** |
| **Knowledge, Understanding and Skills** |
| Good knowledge of the context in which schools operate and of their accountability | **✓** |  | **Application/ Interview** |
| Excellent planning and organisation skills | **✓** |  | **Application/ Interview** |
| Strong numeracy, communication and ICT skills, including effective use of spreadsheets  | **✓** |  | **Application/ Interview** |
| Understanding of safeguarding requirements and how to promote and protect the welfare of children | **✓** |  | **Interview /****Reference** |
| Knowledge and understanding of facilities management |  | **✓** | **Interview /****Reference** |
| Knowledge and understanding of health and safety compliance |  | **✓** | **Interview /****Reference** |
| Knowledge and understanding of ICT system management, including data protection (GDPR) |  | **✓** | **Interview /****Reference** |
| **Personal Qualities** |
| Practicing Catholic or a commitment to the Catholic nature of the school |  | **✓** |  |
| Ability to build and maintain quality relationships through effective communication, professional integrity and creative, innovative and dynamic leadership | **✓** |  | **Interview** |
| Capable of working under pressure and to deadlines | **✓** |  | **Interview /****Reference** |
| Able to analyse problems, seek innovative and cost-effective solutions, and implement decisions made | **✓** |  | **Interview /****Reference** |
| Able to inspire trust and confidence across the whole school community | **✓** |  | **Interview /****Reference** |
| Able to successfully lead change and inspire others | **✓** |  | **Interview /****Reference** |
| Able to work effectively with a range of people, dealing with them sensibly and resolving conflict | **✓** |  | **Interview /****Reference** |
| Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience | **✓** |  | **Interview /****Reference** |
| Self aware with a good knowledge of own strengths and areas for developments | **✓** |  | **Interview /****Reference** |
| A good sense of humour  | **✓** |  | **Interview** |
| High levels of integrity, compassion and trust  | **✓** |  | **Interview /****Reference** |