

## Academy Business Manager - Person Specification

You should be able to demonstrate that you meet the following criteria:

**E = Essential**  
**D = Desirable**

**Measured by:**  
**A. Application Form**      **B. Test / Exercise**  
**C. Interview**              **D. References**

Qualifications		
<b>E</b>	• Educated to degree level or equivalent in management or business or equivalent related professional qualification.	<b>A</b>
<b>E</b>	• Evidence of on-going professional development.	<b>A</b>
<b>D</b>	• Evidence of further professional development e.g. Certificate and/or Diploma in School Business Management (or working towards one of these qualifications).	<b>A</b>
<b>D</b>	• Professional qualification in finance or accounting, e.g. CCAB –Accountancy, CIPFA, AAT, ACCA.	<b>A</b>

Experience/Knowledge		
<b>E</b>	• Experience of working in a senior/ middle management position in the public or private sector in administration and/or finance.	<b>A</b>
<b>E</b>	• Knowledge and experience of financial and budget management procedures.	<b>A</b>
<b>E</b>	• Knowledge and experience of management and administrative procedures.	<b>A</b>
<b>E</b>	• Knowledge and experience of personnel management, leading and managing teams and the appraisal process.	<b>A</b>
<b>E</b>	• Knowledge of management information systems, database and spreadsheet applications.	<b>A</b>
<b>D</b>	• Knowledge of accessing and returning statistical information required by EFA, DfE, LA or similar bodies.	<b>A</b>
<b>D</b>	• A working knowledge of facilities management.	<b>A B</b>
<b>D</b>	• Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Fire Safety, Premises Management, Data Protection).	<b>A B</b>
<b>D</b>	• Experience of project management and contract negotiation.	<b>A B D</b>
<b>D</b>	• Knowledge and understanding of the education sector.	<b>A</b>
<b>D</b>	• Experience of working at a Senior Management Team level, in the Education sector, contributing to school development and improvement.	<b>A D</b>

<b>D</b>	<ul style="list-style-type: none"> <li>Knowledge and/or experience of academy conversion.</li> </ul>	<b>A</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to deliver services and systems applicable for effective management.</li> </ul>	<b>A B</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to deliver value for money initiatives.</li> </ul>	<b>A B C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of working effectively with a wide range of external partners.</li> </ul>	<b>A D</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Successful experience in the submission of bids securing funding in the public sector.</li> </ul>	<b>A B D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>An understanding of school management issues and the role of the Governing Body.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to understand national and regional educational services and deliver appropriate strategies.</li> </ul>	<b>A B</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to strategically influence decision-making.</li> </ul>	<b>A B</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to use a range of ICT packages and proficient in use of MS Excel spreadsheets, and computer based accounting packages.</li> </ul>	<b>A B</b>

<b>Skills, Attributes and Abilities</b>		
<b>E</b>	<ul style="list-style-type: none"> <li>Highly developed interpersonal skills including influencing skills.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Build, support and work as part of a high performing team and direct, prioritise, plan and co-ordinate the work of others.</li> </ul>	<b>A D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Demonstrate leadership skills and be able to motivate and encourage teamwork and constructively challenge the work of self and others to continually improve.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and meet deadlines.</li> </ul>	<b>A B D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Flexibility and a willingness to adapt to changing circumstances.</li> </ul>	<b>D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Strong organisational skills and record keeping skills.</li> </ul>	<b>A D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Strong literacy, numeracy and ICT skills.</li> </ul>	<b>A B C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to gather information and report accurately to enable informed decision making.</li> </ul>	<b>A B C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to maintain professional appearance and profile.</li> </ul>	<b>A</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Honesty, reliability, integrity and commitment.</li> </ul>	<b>A D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Enthusiasm and capacity for hard work.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Excellent attendance record.</li> </ul>	<b>D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Enhanced DBS Check.</li> </ul>	