| **Post: Academy Business Manager** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Level 3 qualifications  Certificate in School Business Management (or working towards)  Desirable  Degree  Financial and HR qualifications | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding of:   * Financial accountability * HR and business processes   Experience:   * Substantial experience in a financial/office management role * School MIS systems * Working with a variety of stakeholders * Excellent computer skills and knowledge of software packages * Ability to use financial data and evidence to draw conclusions and contribute to future planning | Application and Interview |
| **Professional Abilities:** | All Essential  Ability to think strategically  Ability to manage teams  Ability to communicate effectively to a variety of audiences  Ability to persuade and influence  Ability to communicate complex ideas simply to a wide range of audiences  Ability to manage effectively  Ability to plan effectively  Ability to evaluate  Ability to provide comprehensive reports  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Clear view of what high standards and performance look like  Flexibility  Resilience  Embracing of accountability  Commitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.