



Business Director Person Specification

KEY AREAS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Education to Degree Level 	<ul style="list-style-type: none"> Qualification in business management and/or financial discipline or accounting qualification
Experience	<ul style="list-style-type: none"> Minimum 5 years in Business Manager/Director position Proven record of achievement as a senior leader, or as an outstanding and very experienced middle leader Experience and detailed knowledge of budget management, HR and premises management Proven track-record of leading a motivated, high-performing & cohesive team Experience of implementing new business processes 	<ul style="list-style-type: none"> Payroll experience Management of property and building projects Experience of working in an educational environment Experience of contract negotiation and management of support services (catering, cleaning, etc)
Skills and Knowledge	<ul style="list-style-type: none"> Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required Excellent business, financial and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise Ability to work to a very high level of accuracy even when under pressure. A meticulous approach with finance Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly and to work very accurately Knowledge of health & safety management, risk assessments Strong written and oral communication skills and the confidence to work effectively with staff, students and parents on a daily basis, in person, on the phone and by email Has a commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> First aid training Understanding of Multi Academy Trusts (knowledge and due diligence)
Personal qualities	<ul style="list-style-type: none"> Depth of wisdom, strong and balanced judgement, and sensitive, decisive and empathetic decision-maker A disposition that keeps challenges and issues in proportion, remains calm and level-headed under pressure and responds proportionately, and with compassion, moral strength and flexibility Commitment to equal opportunities and the equal value of all members of the school community and a drive to consider and promote diversity, equality and inclusion in all aspects of our work 	



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	<ul style="list-style-type: none">• A passion for continuing to make our school a great place to work and the ability and experience to lead a team effectively. More widely, a commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality• An innate drive for improvement and the courage of your own convictions, so as to take on responsibility and have the confidence to make difficult decisions• Abilities to lead, to inspire, to work as part of a team, to work independently and to think laterally and creatively. Excellent interpersonal & communication skills• Robust constitution and the stamina to work hard in an, at times, high pressure environment	
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