



THE HIGHCREST ACADEMY

PERSON SPECIFICATION

BUSINESS MANAGER

(MEMBER OF SENIOR LEADERSHIP TEAM)

The right person will share a commitment to:

- Our core values as defined in our academy aim: to 'Aspire & Achieve'
- Our view that education goes beyond the classroom and a successful school is Academic, Holistic, Safe and Inclusive

Attributes		Essential	Desirable
Qualifications & Training	Graduate (with a good honours degree)		✓
	Professional financial or business management qualification or extensive experience	✓	
	Knowledge of Educational MIS		✓
	Good working knowledge of computerised accounts software	✓	
Experience	Leadership experience at a senior level	✓	
	Proven track record of successful management of people, finance and other resources; and of delivery of service	✓	
	Knowledge of budget setting and management	✓	
	Understanding of charity, employment and legislation		✓
	Experience of Financial Audits		✓
	Working with external agencies and contractors		✓
Personal Qualities	An appetite to work in a school community whose values you align with	✓	

	Hardworking with the resilience to follow things through	✓	
	Commitment to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
	Decisive, consistent and solution focused	✓	
	Good organisational skills, including ability to prioritise tasks and work independently	✓	
	The ability to remain positive and good humoured, even under pressure	✓	
	A genuine team leader and team member	✓	
	Energy, drive and a sense of purpose	✓	
	A lifelong learner with a desire to complete things to the best of their ability, on time and be reflective and self-evaluative of their and a team's performance	✓	
	Have a clear commitment to safeguarding, inclusion and diversity	✓	
Leadership and Management	Proven record of identifying and implementing initiatives which have a proven impact (change management)	✓	
	Effective leadership qualities that inspire and motivate others	✓	
	The ability to think and act strategically	✓	
	Contribute to the continuous development the academy's vision, values and culture and communicate this effectively and persuasively to others by verbal and written means	✓	
	Understand differing strengths and expertise in colleagues and through genuine consultation build on this to the benefit of the academy	✓	
	Experience of handling significant budgets across more than one area, ensuring value for money	✓	
Professional Competence	Ability to handle data accurately including complex financial data with excellent attention to detail.	✓	
	Use of line management and appraisal to support and develop colleagues	✓	
	Good ICT skills	✓	
	Knowledge of regulatory and inspection frameworks		✓