

Person Specification

Job Title:	Associate Business Manager	Essential	Desirable
Education and Qualifications			
Relevant professional qualification : DSBM, AAT, ACCA, CMA, MCIPS, CIPD or similar		√	
Educated to degree level in a business related discipline			√
Educated to A level and can demonstrate evidence of further study or education		√	
Experience			
Experience in a management role covering various business disciplines and team related goals		√	
Evidence of successful management of projects and priority works programmes		√	
Able to provide evidence of managing people and teams successfully and building successful working relationships		√	
Proven experience in the ability to tender and procure projects and services and deliver successful contracts through the appropriate procurement method.		√	
Experience of managing contracts to ensure best value and maximum efficiency that serves the needs of the school or organisation		√	
Experience of working in the education sector			√
Knowledge and Skills			
Good knowledge of Health and Safety policies and practices		√	
Ability to manage a complex set of priorities and juggle tasks accordingly		√	
A sound understanding of the legal and contractual aspects of human resource management			√
Ability to build successful working relationships with a wide range of internal & external stakeholders		√	
Excellent written and verbal communication skills with the ability to communicate contractual and financial information to both technical and non-technical audiences		√	
High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations		√	
Competent in the use of Microsoft Office suite, and able to learn new software systems		√	
Possess a full driving license and have use of a vehicle for business purposes		√	
Able to understand and analyse data to identify options and propose an appropriate course of action		√	
Personal Attributes			
Able to operate with the highest standards of personal/professional conduct and integrity		√	
Collaborative and able to engage and influence others		√	
Sound judgement and decision maker – resilient and confident in using own initiative		√	
Eligible to live and work in the UK		√	
Have a calm but purposeful manner that inspires productivity and resourcefulness in others		√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs and core values of the Trust		√	
A commitment to safeguarding and promoting welfare of children and young people		√	