

## Person Specification

Job Title:	School Business Manager	Essential	Desirable
<b>Education and Qualifications</b>			
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	√		
<b>Experience</b>			
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			√
<b>Knowledge and Skills</b>			
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	√		
<b>Personal Attributes</b>			
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	√		