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**Business Manager**

**Person Specification**

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| **Criteria** | **Essential** |
| **Knowledge**  | * Good knowledge of the law pertaining to health and safety requirements, employment practices, equal opportunities etc.
* Advanced knowledge of ICT (including Word, Excel, PowerPoint, MS Outlook, SIMS) and the ability to identify and operate appropriate systems.
* Excellent knowledge and understanding of financial procedures and practices, to meet audit, legal and statutory requirements.
* Knowledge of PS Financials and SIMS would be an advantage but training will be provided.
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| **Skills**  | * Advanced verbal, written and presentation skills, including the use of appropriate packages where necessary, and evidence of successful and productive liaison with a variety of audiences including colleagues, subordinates, customers and directors/Governors.
* Advanced communication skills in order to advise, guide and negotiate successfully with external organisations, colleagues, Governors, students and their parents, and members of the public.
* Excellent numeracy skills in order to undertake financial planning and control.
* Evidence of the ability to problem solve.
* To work methodically, with accuracy, speed and flexibility, using own initiative.
* Commercial and business flair, and aptitude for seeing and pursuing funding and income generating opportunities.
* Evidence of negotiating high value commercial projects.
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| **Abilities** | * The ability to make a strategic input to the school’s Leadership Team, evidence of previous high quality experience in a similarly complex and high profile environment.
* Evidence of the ability to initiate ideas, propose solutions, take ownership, and personally manage projects through to successful conclusion.
* To provide appropriate supervision, guidance and motivation to individuals or groups of staff.
* To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation.
* Through team supervision, support staff with prioritisation of tasks through effective delegation and team working.
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| **Educational****Achievements** | * Holder of the National College of School Leadership Bursar or evidence of equivalent professional financial qualifications, or the ability to demonstrate equivalent proficiency from another employment sector.
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| **Experience** | * Substantial, professional experience in a financial environment.
* Extensive experience of small business accounting systems, including manual and computerised solutions.
* Experience of recruitment and selection of staff.
* Evidence of successful coaching, motivation of staff teams, monitoring and reviewing performance.
* Experience of premises management, awarding and managing of contracts etc.
* Working in, and promoting an environment of equal opportunities.
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***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***