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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. |
| **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. |
| **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. |
| **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. |
| **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. |

***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.***