

Personal Specification Business Manager

	Essential	Desirable
Knowledge, skills and experience	<p>You will have:</p> <ol style="list-style-type: none"> 1. Experience of working at a strategic level within an organisation, demonstrating the ability to think and act strategically 2. Business Management experience in either an educational setting or commercial setting including all aspects of budget planning and monitoring. 3. Strong track record of leading the strategic financial planning in a medium to large organisation. 4. Ability to show an understanding of the routine demands of administering a school (i.e. local requirements, LEA directives, DfE and EFA requirements, Health and Safety at work legislation). 5. Extensive knowledge of financial management and accounting procedures, including knowledge of key financial information e.g. VAT, contracting arrangements and audit requirements. 6. Experience of and the ability to produce, monitor & manage a large, complex budget. 7. Experience of producing, evaluating, explaining and monitoring a variety of financial reports, including detailed management accounts. 8. Proven leadership and management skills including staff performance management and appraisal 9. Ability to work in collaboration with partner organisations, the community and other stakeholders and to liaise with statutory agencies 10. High level IT skills with the capacity to learn to use new financial and other IT systems and software 11. Proven project and contract management skills 12. Experience of successful leadership and management of a variety of teams at the same time. 13. Experience of estates management. 14. Good knowledge of HR processes and procedures 15. Evidence of the ability to initiate, implement, monitor and evaluate relevant aspects of school, authority and government policy. 16. The ability to organise and develop effective systems 	<ol style="list-style-type: none"> 1. Managing Health & Safety 2. Experience of premises management and working in line with statutory obligations 3. Knowledge of Health & Safety requirements in a workplace environment 4. Proven track record of effective management in HR/Personnel, including payroll and contract administration 5. Knowledge of FMS and SBS 6. Participation in financial and or business management networks 7. Track record of successful income generation through a variety of means 8. Familiarity with SIM (School Information Management System) 9. Knowledge of pertinent education legislation 10. Experience of carrying out tendering 11. Understanding of school governance
Personal Attributes	<ol style="list-style-type: none"> 1. High levels of honesty, trust and integrity 2. Resilience and determination in meeting deadlines and achieving outcomes. 3. Excellent interpersonal skills so as to communicate effectively with all stakeholders 	<ul style="list-style-type: none"> • Evidence of continued professional development

	<p>including students, staff, Governors and external agencies</p> <ol style="list-style-type: none"> 4. Excellent organisational and time management skills, and the ability to work flexibly under pressure 5. High level of initiative and innovation, and the ability to work independently or as part of a team with a range of staff. 6. Ability to challenge and show tenacity. 7. Ability to be discreet, discerning and maintain confidentiality; awareness of data protection legislation 8. A meticulous approach and attention to detail ensuring high levels of accuracy. 9. Self-confidence, commitment, energy and patience. 10. To enthusiastically lead on new projects and ideas, to win support and translate concepts into practical realities despite resistance or barriers. 11. demonstratable leadership skills and ability to motivate and inspire others 12. A friendly, optimistic, open personality with a good sense of humour. 13. Smart appearance. 14. Resourceful, organised, creative and administratively effective. 	
Qualifications	<ol style="list-style-type: none"> 1. Education to degree level (or equivalent) 2. AAT qualified or equivalent 3. Hold or be working towards level 5 diploma in School Business management or equivalent qualification 4. Experience or working in a large setting 	<p>Higher level Accountancy Qualification</p> <p>Health & Safety qualification eg NEBOSH, IOSH etc</p> <p>HR qualifications to at CIPD level 5</p>
Other	This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.	
Educational philosophy	<ul style="list-style-type: none"> • Understanding of the nature and needs of students within the community served by the school. • Understanding of and commitment to Equal Opportunities and ability to contribute to the development of equality of opportunity within the school. • Ability to provide through excellent financial and support management to contribute to continuously raise standards in learning. • Be prepared to work with young people to share expertise and raise aspirations • A knowledge and commitment to safeguarding and promoting the welfare of children and young people. 	