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| **Job Title: School 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 | √ |  |