

**ASSISTANT BUSINESS MANAGER**

**PERSON SPECIFICATION**

**Essential**

* Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate of School Business Management (CSBM).

**Desirable**

* Significant experience in administrative / finance roles
* Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems
* Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR
* Strong interpersonal and communication skills – written and verbal
* Thorough technical knowledge of day to day financial administration processes and protocols
* Sound working knowledge of site, personnel and office administration and processes
* High level IT skills
* Assured manner
* High level customer service skills and professional ethos.