**Person Specification: Business Manager**

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| **CRITERIA** | **Essential / Desirable** |  | **Assessed by application / interview process** |  |
|  | **E** | **D** |  | **A** | **I** |  |
| **QUALIFICATIONS AND REQUIREMENTS** |  |  |  |  |  |  |
| Honours degree or equivalent  |  | √ |  | √ |  |  |
| Certificate/Diploma in School Business Management |  | √ |  | √ |  |  |
| Accountancy qualification |  | √ |  | √ |  |  |
| Displays a commitment to the protection and safeguarding of children and young people | √ |  |  | √ |  |  |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |  |  |  |  |
| Excellent knowledge and understanding of school management  |  | √ |  | √ | √ |  |
| Knowledge and experience of Human Resources |  | √ |  | √ | √ |  |
| Knowledge of requirements to fulfil statutory duties in terms of financial reports to the local authority  |  | √ |  | √ | √ |  |
| Can manage risk safely, wisely and effectively | √ |  |  | √ | √ |  |
| Understand Health and Safety issues  | √ |  |  | √ | √ |  |
| Understanding of school budgets | √ |  |  | √ | √ |  |
| Knowledge of the building industry regarding contractors |  | √ |  | √ | √ |  |
| Understand/ knowledge of employment law e.g. relating to contractual agreements  |  | √ |  | √ | √ |  |
| **SKILLS AND EXPERIENCE** |  |  |  |  |  |  |
| Skills to manage own time and resources well | √ |  |  | √ | √ |  |
| Excellent project management skills | √ |  |  | √ | √ |  |
| Can lead and manage people effectively | √ |  |  | √ | √ |  |
| Experience in financial management and administration  | √ |  |  | √ |  |  |
| Strong strategic planning skills | √ |  |  |  |  |  |
| Be able to access, analyse and interpret information | √ |  |  | √ | √ |  |
| Excellent communication skills orally and written | √ |  |  | √ | √ |  |
| Experience of working with SIMS (Schools Management System) |  | √ |  | √ |  |  |
| Capable of contributing to a school development plan | √ |  |  | √ |  |  |
| Can plan, lead and organise changes within the school | √ |  |  | √ |  |  |
| Experience of property management/skills to oversee premises maintenance  |  | √ |  | √ | √ |  |
| Very competent ICT skills | √ |  |  | √ | √ |  |
| Can play an active and informed role in staff recruitment | √ |  |  | √ |  |  |
| The capacity to make decisions based on sound judgements | √ |  |  | √ | √ |  |
| Evidence of innovative practice | √ |  |  | √ | √ |  |
| Successful experience of coaching staff to raise performance | √ |  |  | √ | √ |  |
| Ability to work to deadlines | √ |  |  | √ |  |  |
|  Experience working with senior staff in presenting detailed data in a summarised and clearly signposted manner |  | √ |  | √ | √ |  |
| **PERSONAL ATTRIBUTES** |  |  |  |  |  |  |
| Good interpersonal skills | √ |  |  | √ | √ |  |
| A commitment to a team ethos | √ |  |  | √ | √ |  |
| Professional integrity and honesty | √ |  |  | √ | √ |  |
| Ability to meet deadlines | √ |  |  | √ | √ |  |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |  |
| Ability to build up contacts and draw on advice and support | √ |  |  | √ | √ |  |
| Be a reflective practitioner  | √ |  |  | √ | √ |  |
| Commitment to safeguarding children and young people | √ |  |  | √ | √ |  |
| The utmost discretion | √ |  |  | √ | √ |  |
| Ability to engage, motivate, enthuse and support colleagues | √ |  |  | √ | √ |  |
| A sense of humour | √ |  |  |  | √ |  |
| Attributes of a good team player | √ |  |  | √ | √ |  |