Grove Park Academies

PERSON SEPCIFICATION – Trust Business Manager

A = application, I = interview, R = references, E =Evidence

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| **Essential** | **Desirable** | **A/I/R** |
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| **Qualifications** |
| 5 good GCSEs including English and Maths at Grade C or above (or equivalent) | A levels | A/I/R/E |
|  | National qualifications linked to the role (willingness to gain this qualification) | E |
|  | Familiarity of working to The National Association of School Business Manager’s professional standards/competencies. | A/I |
| Excellent word processing andExcel skills |  | I/R |
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| **Experience** |
| Providing high quality financial HR and administrative support. |  | A |
|  | Knowledge of academy finance systems | A/R |
|  | HR experience in understanding policy, procedures and legislation. | A/R/I |
|  | Working with young children in an educational environment. | A |
| Working in a busy environment with competing deadlines. |  | A/R/I |
|  | Experience and knowledge of the Academies financial handbook | A/R |
| Experience of producing annual accounts and working with auditors. |  | A/R/I |
| Experience in the procurement of goods and contracts to achieve good value for money |  | A/R/I |
|  | Experience in managing capital projects. |  |
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| **Behaviours, Abilities and Skills** |
| Excellent listening skills, communication skills and high levels of emotional intelligence. |  | I/R |
| Strong time management and organisational skills with the ability to work under pressure |  | I/R/A |
| Ability and experience of leading a team. |  | A/I |
| The ability to inspire others with a can-do attitude |  | A/I/R |
| Resilience and optimism to manage day-to-day challenges in a busy school environment |  | I/R |
| Ability to use IT systems, including databases and Microsoft Office products. |  | A/I/R |
| Ability to pay attention to detail when producing reports and accounts |  | A/I/R |
| High levels of honesty and integrity, confidence and self-motivation |  | A/R |
| Ability to maintain discretion and confidentiality at all times. |  | A/R |
| Decisive and able to identify, consider options and make recommendations. |  | A/I |
| Adaptable, flexible and reflective in their role. |  | A/R |
|  |  |  |
| **Other** |
| The post is subject to an enhanced DBS disclosure |  | A/R |
| The post holder must be committed to safeguarding the welfare of all pupils. |  | A/R |
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