**Business Manager – Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate of School Business Management (CSBM). |
| **EXPERIENCE** | Significant experience in administrative / finance roles, ideally in schools (but not essential). |
| **SKILLS AND ABILITIES** | 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 |
| **KNOWLEDGE** | * 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 * Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail * Initiative / proactive / ‘can do’ approach |