



PERSONNEL SPECIFICATION – BUSINESS MANAGER

Summary of the post – see job description

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p><i>Minimum of 2 years' experience of the following:</i></p> <ul style="list-style-type: none"> • Experience of working at School Business Management level • Experience of development, management and operation of administrative systems and ICT packages. • Experience of working as part of a team. • Experience of supervising or managing staff. • Experience of budget management. • Experience of reporting and providing feedback to different groups of people. • Experience in HR including Safer Recruitment • Experience in Premises. • Experience of managing finance in an educational setting. • Experience of working at decision making level in equivalent setting. 	<ul style="list-style-type: none"> • Experience of the use of complex databases (e.g., PS Financials, Arbor within the school) and a range of other ICT applications. 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 4 or degree or equivalent (Diploma in School Business Management) or experience in relevant discipline. • GCSE English and Maths (A-C) or equivalent e.g. Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> • Bookkeeping or accounting qualifications or experience. • Other qualifications relevant to the post. 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake training relevant to the post. 	<ul style="list-style-type: none"> • Health and Safety Training • Evidence of further training in a range of suitable courses 	Application form/Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation including safeguarding • Implementation of office methodologies (e.g. filing systems, correspondence files etc) to ensure streamlined, compliant practices. • Knowledge of Health and Safety/First 	<ul style="list-style-type: none"> • Full understanding of the range of support services/providers. 	Application form & Selection process

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EQUALITY	<p>Aid/Medical regulations.</p> <ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Rights policies and practices. 		Selection process
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to the safeguarding of all pupils • Ability to organise, lead and motivate self and others. • Ability to prioritise conflicting demands and pressures. • Ability to plan and develop systems. • Ability to relate well to pupils and adults. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Flexibility and willingness to accept change. • Willingness to share expertise, knowledge and experience. • Ability to work proactively and independently using own initiative. • Work constructively as part of a team, understanding roles and responsibilities and positions within these. • Approachable, courteous and able to present a positive image of the school to all stakeholders. • Maintain confidentiality. 	<ul style="list-style-type: none"> • Good sense of humour. • Ability to self-evaluate learning needs and actively seek learning opportunities • Liaison with other schools in the area 	Selection process
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills. • Must demonstrate good interpersonal skills • Proactive with highly developed organisation skills. • Able to develop and implement new administrative systems to meet changing needs. 		Application form & Selection process
ROLE SPECIFIC REQUIREMENTS	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). 	<ul style="list-style-type: none"> • Willingness to participate in school events (e.g. Parents evening). 	Selection process. Sight of



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	<ul style="list-style-type: none">• Enhanced DBS check required.• Flexibility to work some out of hours as required• Must be physically, emotionally, and mentally equipped to withstand the pressures of the job.		appropriate documentation as specified in interview letter