



Business Manager Grade 10

Person specification

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Level 4 or above school Business Management qualification • Those without the qualification may be considered for a G9 post whilst working for the qualification 	<ul style="list-style-type: none"> • There are a range of relevant qualifications which are not essential for the role but would enable the appointee to carry out the role well e.g. school business management diploma, AAT, CIPD RICS, IOSH, First aid • Extensive on the job experience i.e. minimum 5 years in a financial, management and/or leadership role
Knowledge and experience	<ul style="list-style-type: none"> • Experience of budget setting, forecasts and monitoring • Experience of maintaining a safe working environment • Experience of working with accounting software • Experience and comfort in managing information systems • Experience of payroll administration • Experience of HR processes • Evidence of relevant personal and professional development • Experience of leading and managing staff 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of line management • Knowledge of risk assessments • Experience of overseeing school health and safety • Experience of liaising with contractors • Experience of setting up systems that are GDPR compliant • Experience of safer recruitment processes
Skills and attributes	<ul style="list-style-type: none"> • Expert skills of financial and administration management • Ability to advise and negotiate on external matters such as contracts and procurement • Strong written and oral communication skills in English • Good interpersonal skills • Ability to follow instructions and procedures • Ability to work methodically • Calm personality • Flexible and adaptable • Good ICT skills eg Excel word • Integrity and the ability to maintain confidentiality • Honesty 	<ul style="list-style-type: none"> • Capable of building positive relationships with stakeholders such as local church, parents and wider community

Professional Development	<ul style="list-style-type: none">• Willingness to undertake further training/development opportunities as required – see below	
Other requirements	<ul style="list-style-type: none">• Enhanced disclosure	

Professional Development: The post has a wide remit and it is expected that the successful applicant will have training needs in one or more of the areas in the job description.