

PERSON SPECIFICATION

POST: BUSINESS MANAGER – GRADE 12			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
<u>Qualifications</u> Degree plus a recognised professional qualification in finance, accounting, or business/administration	To demonstrate the necessary levels of academic and business achievement to undertake a senior business management role	Essential	5
Certificate/Diploma in School Business Management	To provide the theoretical context for school business management	Highly desirable	4
<u>Knowledge/Experience</u> At least 5 years' experience of strategic senior or middle management gained preferably, although not necessarily, within a school	To demonstrate the ability to build, develop and manage teams	Now	5
An excellent understanding and at least 5 years' practical experience at a senior level in one or more of the key disciplines (Finance, HR, Business Administration) ideally gained within an educational setting	To lead teams supporting the business functions of the school	Now	5
Demonstrable expertise in financial management procedures and the management of large budgets	To prepare and monitor budgets and to ensure correct financial procedures are adhered to across the school	Now	5
		Desirable	

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Knowledge/experience of facilities management, including Health and Safety	To lead the site management function and line manage the site team	Now	4
Experience of managing large and complex projects	To manage a range of special projects as directed by the Executive Head Teacher		4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret a range of complex information	To run reports, analyse data and present information to the Leadership team and Governors	Now	5
Work planning skills (long term planning)	To effectively plan, prioritise and organise the work of the teams for which the post holder is responsible	Now	5
	To undertake long/medium term financial planning		
	To contribute to the strategic vision for the school as a member of SLT and to plan, lead and implement organisational change		
	To manage complex projects		
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to a wide range of audiences,	To develop and maintain effective working relationships with colleagues, pupils and “partners”	Now	5

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through excellent written and oral communication skills	of the school (Parents, Governors, Visitors, outside agencies and contractors etc.) To be an effective ambassador for the school within the local community		
<u>PHYSICAL SKILLS</u> Highly developed ICT skills	To operate a variety of computer systems and to produce reports, correspondence and documentation To manage the school's IT systems	Now	5
<u>INITIATIVE & INDEPENDENCE</u> Ability to work on own initiative and to organise/prioritise own workload and that of the team	To work independently and to make decisions as a member of the Senior Leadership Team	Ability now	5
<u>PHYSICAL DEMANDS</u> Limited			
<u>MENTAL DEMANDS</u> Ability to concentrate on detailed work for long periods of time		Now	5

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Ability to deal with conflicting priorities and cope with considerable pressure	To analyse complex data, produce financial information and work on detailed reports, project briefs etc To manage interruptions and conflicting demands and to meet deadlines	Now	5
<u>EMOTIONAL DEMANDS</u> Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;	Good understanding now	5
Understanding/previous experience of Health and Safety management	To manage the H&S function	Desirable	4
<u>RESPONSIBILITY FOR SUPERVISION</u> Previous experience of staff management (at a strategic senior or middle management level)	To manage a variety of school support teams including undertaking appraisals and performance	Now	5

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	management, providing guidance and support, setting priorities and dealing with problems		
<u>FINANCIAL RESPONSIBILITY</u> Ability to manage large budgets	To plan and prepare budgets and to ensure correct financial procedures are adhered to across the school	Now	5
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Ability/experience in using school computer systems (SIMS, TUCASI etc) and general office systems (MS Word, Excel etc) Ability/experience in asset management	To design and produce documentation and correspondence; maintain financial systems and records; run reports and analyse data To be responsible for the asset register and to oversee repairs and maintenance to equipment	Now Desirable	4 3