

Business Manager Person Specification

	Essential	Desirable
Experience		
Experience of working in a finance-based role	✓	
Experience of working in a school finance role		✓
Experience of working in and managing business administration	✓	
Using financial accounting systems, administrative systems and other supporting IT systems	✓	
Preparing budgets and gaining agreement from leadership team		✓
Budget monitoring and year-end forecasting		✓
Successful leadership and management experience in a school, or in a relevant field outside education		✓
Qualifications		
GCSE grade C/4 or above in English and Maths	✓	
Educated to A level standard or equivalent (or at least 2 years' experience in similar role)		✓
Finance (e.g. AAT), CSBM, Business Management or degree qualification		✓
School business manager training		✓
Health and safety training.		✓
Knowledge and understanding		
Understanding and upholding child protection and safeguarding		✓
Knowledge of school IT systems (e.g. SIMS, ARBOR, SAP, CPOMS)		✓
Knowledge and understanding of financial planning software		✓
Understand the need for confidentiality and discretion	✓	
Sound knowledge of HR including safe recruitment processes		✓
Working knowledge of health and safety including risk assessment		✓
Understanding of new technologies and how they can enhance the school's administration and business management		✓
Skills and Abilities		
Excellent numeracy and literacy skills	✓	
Competent in Outlook and Microsoft Office	✓	
Ability to communicate effectively in writing, verbally and using presentation skills	✓	
Strong interpersonal skills and the ability to professionally manage challenging situations and solve problems	✓	
Excellent attention to detail and accuracy	✓	
Personal Qualities		
Ability to prioritise and manage a complex workload and work under pressure	✓	
A professional yet friendly and approachable manner	✓	
Self-motivated with the ability to work effectively without supervision	✓	
Enthusiastic approach to continuous personal development	✓	
Displays a constructive and optimistic attitude that has a positive effect on others	✓	
Deals with difficult situations sensitively and effectively	✓	
Fully supportive of the Christian ethos and vision and values of the Federation	✓	