**Person Specification**

**School Business Manager**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Qualifications** |
| * Appropriate qualifications
 | * Evidence of personal commitment to continuous professional development
 |
| **Experience** |
| * Good office management skills
* Good knowledge of strategies for successful admin experience
* Responsibility for leading areas of office/admin across the school
* Building and sustaining effective working relationships with staff, governors and parents in the wider community.
 | * Evidence of the development of policies, systems or structures.
* Successful office/admin experience in more than one school
 |
| **Knowledge and Skills** |
| * Evidence of strong professional knowledge
* Understanding of all necessary school policies.
* Ability to plan and demonstrate good practice to colleagues.
* Excellent communication skills
* Knowledge and understanding of positive behaviour strategies.
* Ability to coach and mentor individuals to achieve specific outcomes.
* Ability to challenge and inspire colleagues.
* Clear understanding and commitment to safeguarding procedures.
 | * Evidenced experience of leading change.
* An understanding of/and experience of working towards whole school awards e.g.: Eco Schools, Healthy Schools / International School Award.
* Understanding of use of data.
* Strong ICT skills.
* Experience of Child Protection policies
* Ability to analyse data in order to improve attendance etc.
 |
| **Personal Qualities** |
| * To relish challenge and perform efficiently in this significant key role.
* Ability to take responsibility.
* To be able to lead by example.
* Tenacity and commitment while working under pressure.
* Ability to think strategically.
* Ability to organise, prioritise and delegate.
* The ability to synthesise information quickly and effectively whilst maintaining an intensive workload.
* Ability to manage time effectively and work to deadlines.
* Good team player.
* Ability to enthuse and motivate others.
* Good communication skills both orally and in writing.
* Ability to stay calm in difficult situations i.e. dealing with aggressive pupils and parents.
* A commitment to and an understanding of our school ethos.
* Dependable,
* Reliable
* Conscientious
* Trustworthy
 |
| **Other** |
| * Commitment to pupils and families within our school.
 |