**Person Specification**

**School Business Manager**

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| **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. | |