

Business Manager Person Specification

Attributes	Essential	Desirable
Qualifications & Training	Evidence of: <ul style="list-style-type: none"> • A degree qualification or equivalent • A professional qualification in Business Management, Human Resources or Accountancy • Evidence of continuous Professional Development 	Evidence of: <ul style="list-style-type: none"> • A member of National Association of School Business Management or Equivalent • Middle or Senior Management qualification • Chartered Accountant
Experience	Evidence of: <ul style="list-style-type: none"> • Senior Leadership in a public/private sector setting • Significant experience in Financial Management • Experience of managing organisational change • Experience of developing effective administrative systems and procedures • Experience of completing applications to secure funding • Experience of project management • Experience of producing a variety of financial reports, including detailed management accounts 	Evidence of: <ul style="list-style-type: none"> • Experience of forming business partnerships • Previous experience and a school business manager
Abilities, skills and knowledge	Evidence of: <ul style="list-style-type: none"> • A good understanding of the principles underpinning effective performance management / staff appraisal • Good knowledge of effective IT administration systems • Good knowledge of financial standards, and financial procedures and regulations in schools • A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning • Ability to communicate verbally with, and write reports for, a range of stake holders, including Governors and external agencies • Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes • Ability to prioritise conflicting demands and operate under pressure • Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions 	Evidence of: Ability to speak Welsh.

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	<ul style="list-style-type: none"> • Good knowledge of what constitutes 'best value' and the ability to translate this into all aspects of the attached job description • Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner • Ability to use computer systems, including Word processing skills to produce tables, spreadsheets, and statistical returns • Ability to use management information systems and be able to transfer the experience of using one system to another similar system if needed • Ability to build and maintain effective working relationships with a wide variety of people • Ability to maintain strict confidentiality in all matters • Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description • Ability to draw upon strong inter-personal skills to build effective business partnership • Ability to draw upon inter-personal skills to build effective business partnerships 	
<p>Personal qualities</p>	<p>Evidence of:</p> <ul style="list-style-type: none"> • Commitment to an academic curriculum, rigorous assessment, and the highest standards of achievement • A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency • Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community • Commitment to the development of the school as a centre of excellence in the community • Highest level of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards • Adaptability to change and embracing of innovation and creativity • Energy, Vigour, and perseverance 	<p>Evidence of:</p>

Attributes	Essential	Desirable
	<ul style="list-style-type: none"> Committed to the professional development of colleagues and self 	
Notes	The above will be details will be evidenced by a variety of means including: <ul style="list-style-type: none"> Application Form Letter of Application References Interviews Task based exercises 	

