

Person Specification

Business Manager (Level 1) Primary, Grade 9 (SCP 23-25)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Recognised NVQ Level 3 Qualification (or equivalent) OR Relevant Professional Qualification 	
Specialist Knowledge/Skills	<ul style="list-style-type: none"> ➤ Knowledge of relevant aspects of administration, finance, HR, site management, H & S matters ➤ Experience of Supervising/Managing Staff ➤ Good computer skills in finance and administration ➤ Good Communication and Interpersonal Skills ➤ Ability to analyse data and produce clear reports ➤ Ability to propose realistic solutions to problems ➤ Ability to handle change positively 	<ul style="list-style-type: none"> ➤ Health & Safety Training ➤ ICT Qualification
Work and relevant experience	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤
Personal qualities	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ 	
Other Requirements	<ul style="list-style-type: none"> ➤ Evidence of CPD ➤ Ability to represent school at external meetings ➤ Willing to work towards School Business Manager qualification (i.e. DSBM, CSBM, ADSBM) 	
Special Conditions	<ul style="list-style-type: none"> ➤ willingness to undertake an enhanced Disclosure and Barring Service (DBS) check ➤ ability to communicate at ease with parents, governors and other stakeholders and provide advice in accurate spoken English 	