



## BUSINESS MANAGER Personal Specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>AAT Qualified, Level 4 business qualification or a recognised finance management certificate.</li> <li>Safer recruitment training, or willingness to complete.</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety training.</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of using management information systems.</li> <li>Experience of facilities management.</li> <li>Experience of setting/managing budgets.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as an SBM.</li> <li>Working as part of a school's SLT.</li> <li>Experience of managing and implementing strategic plans and financial reporting.</li> <li>Experience of recruiting for a school setting.</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.</li> <li>The ability to present a wide range of specialised information to both school staff and others.</li> <li>A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice.</li> </ul>	<ul style="list-style-type: none"> <li>Capacity for, and interests in, enhancing further personal development.</li> <li>Experience of applying for school grants, fundraising and submitting bids.</li> </ul>

<ul style="list-style-type: none"> <li>• The ability to lead and manage the work and outcomes of other people, as well as working in a team.</li> <li>• The ability to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</li> <li>• Problem-solve and create innovative solutions.</li> <li>• Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft.</li> </ul>	
<b>Personal traits</b>	
<b>The successful candidate will be</b>	
<ul style="list-style-type: none"> <li>• Committed to promoting high-quality care to pupils.</li> <li>• Dedicated to promoting their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> </ul>	
<b>Additional requirements</b>	
<b>The successful candidate will have</b>	
<ul style="list-style-type: none"> <li>• A calm and organised nature.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach towards working practices.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities and empowering others.</li> </ul>	

King Ina C of E Academy is committed to safeguarding and promoting the welfare of children and your people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for all posts.