# Corbridge Middle School

# Person Specification

# School Business Manager

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| Qualifications | |
| * Accountancy qualification | E |
| * Recognised School Business Management Qualification | E |
| * Degree or equivalent related professional qualification (qualifications below degree level will be considered if applicant demonstrates solid experience and evidence of continuous professional development). | D |
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| Knowledge & Understanding relevant to the job | |
| * Experience in producing reports and advising senior leaders / Head Teacher and Governors / managers on the findings of projects / reviews. | E |
| * Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation. | E |
| * Experience of project management, planning, managing and monitoring of work. | E |
| * Evidence of success in building and forming working relationships across professional and operational boundaries. | E |
| * Advanced computer literacy skills, especially in accounting methods, spread sheets and database software such as SIMS. | E |
| * Applied knowledge of Human Resources Management. | D |
| * Knowledge & understanding of Health & Safety legislation including risk assessment etc. | D |
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| **Skills & Abilities** | |
| * Analytical skills - analyse complex data and information and use this to monitor and support activities to promote solutions. | E |
| * Produce clear, concise and accurate reports. | E |
| * Excellent written and verbal communication skills. | E |
| * Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel. | E |
| * Develop and manage a variety of administrative systems. | D |
| * Develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. | E |
| * Good negotiation skills in order to negotiate contracts and solutions to problems. | D |
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| * Maintain a high standard of performance whilst working to tight deadlines. | E |
| * Manage a diverse workload with conflicting deadlines. | E |
| * Manage and support staff and their professional development. | E |
| * Evidence drive, enthusiasm and commitment in the achievement of business objectives. | E |
| * Secure funding through researching and applying for resources. | D |

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| Personal Qualities | |
| * Planned and organised approach to workload. | E |
| * Work accurately and methodically with attention to detail. | E |
| * Maintain absolute confidentiality and integrity. | E |
| * Think laterally and instigate new ideas and approaches. | E |
| * Positive “can do” approach to tasks. | E |
| * Keep calm in challenging situations. | E |
| * Excellent interpersonal skills. | E |
| * Committed to CPD. | E |
| * Understands the importance of policies for safeguarding children and young people. | E |
| * Professional in attitude and appearance. | E |
| * Committed to equality and diversity. | E |