

PERSON SPECIFICATION- School Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Qualification in Business Administration or something similar and relevant to the post	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> GCSE English and Maths or equivalent at level 2 or above	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> A minimum of 5 years' experience of managing the administration function of a school	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> A minimum of 5 years' experience of managing multi-faceted teams	E	
<input type="checkbox"/> Experience of overseeing staff responsible for school based functions e.g. admissions and school lunch money	E	
<input type="checkbox"/> Experience of overseeing staff responsible for invoices, orders and deliveries	E	
<input type="checkbox"/> Experience of working with HR and safer recruitment processes/procedures	E	
<input type="checkbox"/> Evidence of being responsible for a school's Single Central Record, including managing staff who contribute to it	E	
<input type="checkbox"/> Experience of managing budgets	E	
<input type="checkbox"/> Experience of using SIMS.net or similar data management system	E	
<input type="checkbox"/> Currently working as a School or Business Manager	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Leadership and people management skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Proficient in the use of Microsoft Office	E	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	E	
<input type="checkbox"/> Willingness to develop new skills and participate in training	E	

<input type="checkbox"/> A good standard of spoken English	E	
<input type="checkbox"/> Able to work within and apply all relevant school policies and procedures	E	
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Ability to motivate and support the work of colleagues	E	
<input type="checkbox"/> Ability to set and monitor targets	E	
<input type="checkbox"/> Ability to work independently and use own initiative	E	
<input type="checkbox"/> Ability to relate to children	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	