

Person Specification

Business Manager Level 4 +

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Proven Management experience • Experience of guiding, motivating and developing team members. • Financial acumen. • Management of contracts and/or financial bidding systems 	<p>AF/I</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. • Management Qualification desirable. 	<p>I</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Leadership and Management skills. • Excellent numeracy and literacy skills. • Negotiating skills. • Commercial flair. • Excellent interpersonal skills – evidence of ability to establish effective working relationships. • A commitment to own personal development. • Understanding of relevant financial, health and safety, education legislation and its impact on schools. 	<p>AF/I</p>

Behavioural Attributes

- Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion.
- Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities.
- Helps others to find value for money ways to continuously improve the service.
- Anticipates the need for change and proactively introduces systems to ease and support transition.
- Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process.
- Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve.
- Plans communication effectively and acts as a role model in providing open, honest communication.
- Ensures team is focused on the contribution they must make.
- Handles sensitive issues constructively to resolve conflict.
- Manages demanding workloads and meet commitments.
- Ensures the team receives sufficient resources and backing to deliver against objectives.
- Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working.
- Overcomes obstacles to achieve team’s objectives.
- Takes considered risks using initiative and flexibility to deliver.
- Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring.
- Promotes a culture of trust, where honest and constructive feedback is sought.
- Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success.
- Develops and nurtures networks within and outside the organisation.

AF/I

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***