



## Person Specification

**Job Title:** Business Manager

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent	✓	
Human Resources qualification an advantage	✓	
Demonstration of an ongoing commitment to own professional development		✓
<b>Experience</b>		
Experience of working in a school or education environment	✓	
Knowledge and experience of dealing with a wide range of Human Resource issues	✓	
Experience of contributing at a strategic level within the senior management/leadership team of an organisation	✓	
Knowledge and experience of managing risk assessments and health and safety legislation	✓	
Experience of motivating staff and providing clear vision and direction		✓
<b>Skills</b>		
Ability to lead and manage change	✓	
Highly developed planning and organisational skills and the ability to delegate appropriately	✓	
Excellent written and verbal communication skills	✓	
Evidence of well-developed ICT skills	✓	
Highly developed interpersonal skills and the ability to gain credibility quickly at all levels	✓	
An effective leadership and management style that encourages participation, innovation and develops colleague's confidence	✓	

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<b>Other</b>		
A professional role model	✓	
Ability to create, manage and maintain effective working relationships with colleagues, Directors, Academy Council Governors, external agencies and other stakeholders	✓	
Possess an interest in education and the ability to develop a positive working relationship with young people	✓	
Ability to work well under pressure, manage competing deadlines and a capacity for hard work	✓	
High levels of honesty and integrity and an awareness of the importance of confidentiality	✓	
Flexibility and willingness to be adaptable	✓	
Be accessible, approachable and demonstrate enthusiasm and a 'can do' attitude	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
A strong commitment to personal development for all staff including themselves	✓	
Evidence of a commitment to promoting the welfare and safeguarding of children and young people	✓	