



Person Specification

Job Title: Business Manager

| Qualifications | Essential | Desirable |
|--|------------------|------------------|
| Educated to degree level or equivalent | ✓ | |
| Human Resources Qualification an advantage | | ✓ |
| Demonstration of an ongoing commitment to own professional development | | ✓ |
| Experience | | |
| 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 | | ✓ |
| Skills | | |
| 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 at all levels | ✓ | |
| An effective leadership and management style that encourages participation, innovation and develops colleague's confidence | ✓ | |
| Other | | |
| 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 | ✓ | |

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| Be accessible, approachable and demonstrate enthusiasm and a “can do” attitude | ✓ | |
| Willingness to constructively challenge the work of self and others to continually improve their 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 | ✓ | |