

Person specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

Qualifications	Essential/ Desirable	Application stage	Assessment stage
Relevant practical experience as a Business Manager in schools or another setting	E	✓	
A Level 4 or Level 5 Diploma for school business management qualification or <i>willingness to work towards</i>	D	✓	
A degree - ideally in accountancy, business management or a related discipline	D	✓	
Minimum Level 2 qualification in Maths and English	E	✓	

Experience	Essential/ Desirable	Application form	Assessment stage
Successful leadership and management experience in a school, or in a relevant field outside education	E	✓	✓
Experience managing budgets	E	✓	✓
Experience managing teams and individuals	E	✓	✓
Experience managing Human Resource functions	E	✓	✓
Experience contributing to staff development	E	✓	✓
Experience in managing procurement, fixed assets, external contractors, suppliers etc.	D	✓	✓
Experience leading on Health and Safety	D	✓	✓
Experience leading in Data Protection and GDPR	D	✓	✓

Skills & knowledge	Essential/ Desirable	Application form	Assessment stage
Expert knowledge of financial management	E	✓	✓
Excellent attention to detail	E	✓	✓
Previous use of Arbor/SIMS MIS system	D	✓	✓
Excellent numeracy/literacy and ICT skills	E	✓	✓
Ability to interpret advice/statute and devise policy and practice accordingly	E		✓
Able to deliver value for money initiatives	E		✓
Effective communication and interpersonal skills	E	✓	✓
Ability to persuade, motivate negotiate and influence	E		✓
Ability to build effective working relationships with staff and other stakeholders	E		✓

Personal Qualities	Essential/ Desirable	Application form	Assessment stage
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E		✓
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school	E		✓
Ability to work under pressure and prioritise effectively	E		✓
Commitment to maintaining confidentiality at all times	E		✓
Ability to deal sensitively with people and resolve conflicts	E		✓
Commitment to safeguarding, child protection and equal opportunity for all	E		✓
Ability to delegate tasks and monitor practice, ensuring they are carried out within set standards	E		✓
Willingness to seek advice and support where necessary	E		✓