**Business Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** |  | **Essential** | **Desirable** |
| **QUALIFICATIONS AND EXPERIENCE** | * Qualifications as described in job description * Experience * experience of leadership in business and financial management in school or business sector * experience in financial management in school sector | V  V | V |
| **SKILLS AND ABILITIES** | * High levels of organisational skills and initiative * Ability to work under pressure and to tight deadlines * Ability to communicate effectively * Ability to analyse situations and possible outcomes to establish the most effective course of action * Ability to work with a variety of people including staff, parents and children * Excellent intrapersonal skills to work as a part of team * Good time management * Ability to lead for change in systems and operations | V  V  V  V  V  V  V  V |  |
| **PERSONALITY AND VALUES** | * Ability to maintain confidentiality and act with integrity * A demonstrable commitment to Child Protection and Safeguarding Children * A demonstrable commitment to equality of opportunity * Resilience, flexibility and the ability to retain a sense of perspective * Self-motivated and pro-active * Hold positive values and attitudes and adopt high standards of behaviour in a professional role * Demonstrable practical skills in dealing with day to day changes in the work environment enjoying a varied work schedule * A sense of humour * Honesty | V  V  V  V  V  V  V  V  V |  |