**Business Manager**

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| **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
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| **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
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| **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
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