Person Specification

Primary Business Manager (Level 2), Grade 10 (SCP 26-28)

	Essential	Desirable
Qualifications	➢ Recognised NVQ Level 3 Qualification (or equivalent) OR Relevant Professional Qualification	
Specialist Knowledge/Skills	➢ Knowledge of relevant aspects of administration, finance, HR, site management, H & S matters ➢ Experience of Supervising/Managing Staff ➢ Good computer skills in finance and administration ➢ Good Communication and Interpersonal Skills ➢ Appreciation of school environment and particular demands to be serviced ➢ Ability to analyse data and produce clear reports ➢ Ability to propose realistic solutions to problems ➢ Ability to handle change positively	➢ Health & Safety Training ➢ ICT Qualification
Other Requirements	➢ Evidence of CPD ➢ Ability to represent school at external meetings ➢ Willing to work towards School Business Manager qualification (i.e. DSBM, CSBM, ADSBM)	
Special Conditions	➢ willingness to undertake an enhanced Disclosure and Barring Service (DBS) check ➢ ability to communicate at ease with parents, governors and other stakeholders and provide advice in accurate spoken English	