

Criteria	Essential Qualities
Qualifications & Training	<ul style="list-style-type: none"> • GCSE pass grades (4 or above) in English and Maths. • Managing large budgets at a whole organisation level • Project management including capital and building developments • Facilities and premises management • Line management and performance management of staff team • Recruitment and other HR processes • Strategic and operational leadership • Experience in negotiating contracts and SLAs • A relevant qualification in Business, Finance or HR (DESIRABLE) • Previous employment as a School Business Manager (DESIRABLE).
Skills & Knowledge	<ul style="list-style-type: none"> • Safeguarding procedures for schools, GDPR and E-safety • Excellent ICT skills; competent in using the Office suite • Experience using financial data systems e.g. PSF and Selima for Payroll • Health and safety legislation for large workplaces • Negotiation of contract • Able to design and implement effective systems within work environments • Analytical and problem-solving skills.
Safeguarding	<ul style="list-style-type: none"> • Understanding of current statutory processes, procedures and associated documentation
Personal qualities	<ul style="list-style-type: none"> • Able to put our pupils' learning at the centre of all we do • Able to work under own initiative, to be able to work under pressure, prioritise and work flexibly to meet deadlines • Sensitivity to the challenges faced by students, staff and families • Approachable, flexible and professional • Resilient and able to meet the demands of a challenging high pressured environment and deal with emergencies when required • High expectations of self and others.