

HOLY TRINITY ACADEMY

BUSINESS MANAGER PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>CSBM or an equivalent qualification e.g. NVQ level 4 Business</p> <p>Minimum GCSE Maths and English grade A-C</p> <p>Word processing qualifications. NVQ CLAIT or equivalent.</p>	<p>A degree – ideally in accounting, business management or a related discipline</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Financial administration experience</p>	<p>Knowledge of ICT packages e.g. finance SIMS</p> <p>Supervisory or staff management experience and able to lead/motivate staff</p> <p>Experience of change management</p>
Skills & Knowledge	<p>Excellent attention to detail</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>	
Personal Qualities	<p>Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders)</p> <p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	