**HOLY TRINITY ACADEMY**

**BUSINESS MANAGER PERSON SPECIFICATION**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | CSBM or an equivalent qualification e.g. NVQ level 4 Business Minimum GCSE Maths and English grade A-CWord processing qualifications. NVQ CLAIT or equivalent. | A degree – ideally in accounting, business management or a related discipline |
| **Experience** | Successful leadership and management experience in a school, or in a relevant field outside educationFinancial administration experience | Knowledge of ICT packages e.g. finance SIMSSupervisory or staff management experience and able to lead/motivate staffExperience of change management |
| **Skills & Knowledge** | Excellent attention to detailEffective communication and interpersonal skillsAbility to communicate a vision and inspire othersAbility to build effective working relationships with staff and other stakeholders |  |
| **Personal Qualities** | 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)Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupilsCommitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the schoolAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality  |  |