**HOLY TRINITY ACADEMY**

**BUSINESS MANAGER PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Qualifications** | CSBM or an equivalent qualification e.g. NVQ level 4 Business  Minimum GCSE Maths and English grade A-C  Word 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 education  Financial administration experience | Knowledge of ICT packages e.g. finance SIMS  Supervisory or staff management experience and able to lead/motivate staff  Experience of change management |
| **Skills & Knowledge** | Excellent attention to detail  Effective communication and interpersonal skills  Ability to communicate a vision and inspire others  Ability 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 pupils  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality |  |