



Person Specification

Job Title: Business Manager

Qualifications	Essential	Desirable
Educated to degree level or equivalent	✓	
Human Resources qualification		✓
Demonstration of an ongoing commitment to own professional development		✓
Experience		
Experience of working in a school environment	✓	
Knowledge and experience of dealing with a wide range of Human Resources issues	✓	
Experience of contributing at a strategic level within the senior management/leadership team of an organisation	✓	
Knowledge and experience of managing risk assessments and health and safety legislation	✓	
Experience of leading, managing and motivating staff and providing clear vision and direction in order to encourage participation, innovation and develop colleagues' confidence	✓	
Skills/Knowledge		
Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation	✓	
Ability to lead and manage change	✓	
Highly developed planning and organisational skills and the ability to delegate appropriately	✓	
Ability to use standard ICT packages including Microsoft Office	✓	

Ability to create, manage and maintain effective working relationships with colleagues, Directors, Academy Council, Governors, external agencies and other stakeholders	✓	
Possess an interest in education and the ability to develop positive working relationships with young people	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Knowledge of data protection regulations and an awareness of the importance of confidentiality	✓	
Flexibility and willingness to be adaptable	✓	
Willingness to constructively challenge the work of self and others to continually improve their own and team performance	✓	
A strong commitment to personal development for all staff including themselves	✓	
Evidence of a commitment to promoting the welfare and safeguarding of children and young people	✓	
Other		
Satisfactory DBS check	✓	