



CLUSTER BUSINESS MANAGER – PERSONAL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience of working in an Academy/school environment within a senior capacity. • Demonstrable track record of research and analysis • Experience of directly line managing people and managing budgets 	<ul style="list-style-type: none"> • Experience of working with Trade Unions and Professional Associations in the public sector. • Knowledge of PSF Finance System. • Experience of recruitment, procurement and HR management 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • Appropriate School Business Management Qualification or equivalent CSBM or part qualified accountant AAT or higher or QBE • NVQ 4, degree or equivalent qualification or experience. E.g. Appropriate Health and Safety training • Excellent numeracy, literacy and ICT skills • Experience of leading on H&S in the workplace 	<ul style="list-style-type: none"> • DSBM 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to work well under time pressure and to work to tight deadlines • Excellent communication skills including ability to relate well to children as well as adults • Ability to negotiate and persuade • Ability to manage school facilities and contracts. • Ability to liaise with a wide variety of internal and external contacts, including regional and national bodies • Ability to prioritise own workload and successfully manage the work of others, including planning of staff development • Ability to handle confidential information with discretion 		Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of financial regulations • Excellent ICT awareness including the ability to manage and interrogate database systems • Knowledge of Health & Safety regulations • Knowledge of emergency procedures • Knowledge of Safeguarding procedures • Good knowledge of the relevant legislation that applies to schools and academies. 	<ul style="list-style-type: none"> • Experience of working with commercial law, employment law and education law. 	Application form

Attitude/Motivation	<ul style="list-style-type: none"> • Self motivated approach to working • Flexible, creative and innovative • Positive attitude to promoting change • Challenge and support: A commitment to do everything possible for others to be successful • Community engagement: Engaging with the aspirations and needs of groups in varied circumstances, understanding their position while persuasively communicating their vision for the school • Creating trust: being consistent and fair, keeping one's word • Drive for improvement: relentless energy for setting and meeting challenging targets, for the school 	<ul style="list-style-type: none"> • Analytical rigor: the ability to think logically, break things down and recognise cause and effect • Conceptual thinking: the ability to see patterns and links • Confidence: The belief in one's ability to be effective and to take on challenges • Developing potential: Works to develop the long-term capabilities and potential of others • Enduring resilience: able to sustain energy, optimism and motivation in the face of pressure and setbacks 	Application form Interview References
ICT Skills	<ul style="list-style-type: none"> • Proficient use of Microsoft Office including Excel • Previous experience of using accounts package 		
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check • Calm and professional nature • Organised, excellent time management skills • To be able to work to tight deadlines 		Application form Interview References DBS process