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| **School Business Manager Person Specification** | |
| **Minimum Essential Requirements** | |
| * GCSE or equivalent passes in English and mathematics * NVQ Level 3 or equivalent qualification * Willingness to undertake further training when necessary | |
| **Experience** |  |
| Several years working in a school or office environment with a lead role in office management | |
| Proven experience in office administration and management tasks | |
| Managing and operating clerical\administrative and organisational skills | |
| Excellent communication skills with an ability to work with a wide range of people. | |
| Understand data protection and confidentiality | |
| Knowledge of financial management | |
| Excellent literacy skills | |
| Ability to organise, motivate and support colleagues | |
| Ability to prioritise, plan and work autonomously, but also be able to work constructively as part of a team | |
| Ability to filter information and prioritise tasks under pressure in a busy environment | |
| Personal Skills | |
| Be approachable, empathetic and enthusiastic | |
| Enjoy working as part of a team | |
| Committed and willing to be involved in the wider life of the school | |
| Have strong organisational skills | |
| Be flexible and patient | |
| Be resilient and resourceful | |
| Have a sense of humour | |
| Be reliable, honest and open | |