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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
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| **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 |