**John Spence Community High School**

**Person Specification for Business Manager**

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| **Qualifications** | **Essential** | **Desirable** |
| NVQ level 6 or above in Business and Finance; CSBM qualification or equivalent professional experience and proven success/ability in financial management and strategic planning . | ✓ |  |
| Evidence of high order ICT skills. | ✓ |  |
| Evidence of appropriate continuing personal and professional development. | ✓ |  |
| **Experience** |  |  |
| A proven track record of managing financial systems and procedures. | ✓ |  |
| A proven track record at senior level of financial management/responsibility for large budgets. | ✓ |  |
| Evidence of managing budget preparation and monitoring. | ✓ |  |
| Experience of information management systems at advanced level or equivalent. | ✓ |  |
| A proven track record of people and site management. | ✓ |  |
| Experience of successful grant applications. |  | ✓ |
| Experience of negotiating and monitoring contracts, tenders and quotes. |  | ✓ |
| Evidence of the ability to influence policy and strategic planning at senior levels. |  | ✓ |
| **Knowledge and Skills** |  |  |
| An awareness of current legislative issues facing the school and education with regard to finance and business management. | ✓ |  |
| An appreciation of the different levels of accountability within the school, Governing Body, LA, and SCITT. | ✓ |  |
| Ability to identify and capitalise on income generation and opportunities. | ✓ |  |
| Evidence of leadership qualities and the ability to manage people successfully. | ✓ |  |
| Familiarity with performance management requirements and procedures. | ✓ |  |
| Proven ability to identify opportunities for improvement in services. | ✓ |  |
| Evidence of effective negotiating skills. | ✓ |  |
| An ability to develop teams and train other staff. | ✓ |  |
| Excellent organisation and time/resource management skills. | ✓ |  |
| **Leadership and Management Skills** |  |  |
| **Have proven ability employing a range of leadership styles in:** |  |  |
| Strategic management, leadership and planning. | ✓ |  |
| Prioritising, planning, organising and evaluating the work of specific areas of the school. | ✓ |  |
| Directing and co-ordinating the work of others, developing responsibilities and delegating tasks. | ✓ |  |
| Lead, embrace and implement necessary change. | ✓ |  |
| Motivating and inspiring staff. | ✓ |  |
| The ability to evaluate best practice and implement principals of best value. | ✓ |  |
| **Qualities** |  |  |
| Commitment to and the ability to support the distinctive ethos of the school. | ✓ |  |
| Resilience and motivation to work effectively in a busy and demanding environment. | ✓ |  |
| Proven ability and communication with a broad spectrum of individuals and external agencies. | ✓ |  |
| Confidentiality, integrity and reliability. | ✓ |  |
| Adaptable, flexible, diplomatic and committed to raising standards. | ✓ |  |
| A successful track record of innovation and a forward thinking approach to the management of people.. | ✓ |  |
| **Staffing** |  |  |
| An understanding of good practice concerning recruitment. | ✓ |  |
| A commitment to equality of opportunity and fair treatment of all staff and students. | ✓ |  |
| A willingness to undertake training in response to identified needs. | ✓ |  |
| Qualified in Safer Recruitment Training. |  | ✓ |
| **Corporate Responsibility** |  |  |
| Willingness to comply with the school’s policies. | ✓ |  |
| Willingness to continue personal development in relevant areas. | ✓ |  |
| Willingness to participate in the staff review and development process. | ✓ |  |