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**STAKESBY PRIMARY ACADEMY THE ENQUIRE LEARNING TRUST**

PERSON SPECIFICATION FOR: **Academy Business Manager**

GRADE: **Band 9 Scale Point 25-28**

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| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSMENT |
| **Qualifications & Training** | * NVQ Level 4, degree, CSBM or equivalent qualification in a relevant discipline * Knowledge of relevant legislation / statute / regulations | * Evidence of own continuous professional development * DSBM | * Application form * Certificates * Interview |
| **Experience** | * Extensive experience working in a school or business environment at a management level * Experience of working successfully and cooperatively as part of a team * Experience of budget management and financial administration | * Experience of managing Health and Safety * Experience in using Sage and Orovia Budget Software | * Application form * Reference * Interview |
| **Skills & Abilities** | * Proven ability to manage a team effectively * Proven ability to use Microsoft packages and interrogate databases to produce management information, reports and statistical information * Ability to exploit the potential of ICT * Developed persuasive, motivational, negotiating and influencing skills * Ability to respond to sensitive issues with tact, diplomacy and professionalism * Ability to build and sustain effective working relationships * Actively contribute to a happy, safe & supportive environment * Ability to display excellent attention to detail and work creatively / innovatively * Sound numeracy & literacy skills * Proven ability to interpret legislation / statute / regulations in order to advise on and contribute to the development of policies and procedures * Ability to implement new policies and procedures successfully | * Proven success as a leader | * Application form * Reference * Interview |
| **Other Requirements** | * Positive and enthusiastic attitude towards pupils and parents * Commitment to the school’s Safeguarding Policy * Proven ability to respond to internal and external pressures of the job including complex / sensitive issues * Proven ability of ensuring that deadlines are met and work is prioritised accordingly * Proven ability of dealing with unexpected problems or situations independently * Flexibility in response to business needs * A commitment to further own professional development | * Evidence of own continuous personal development | * Application form * Reference * Interview |
| **Equal opportunities** | * Commitment to Equality and Diversity and the ability to recognise and respond appropriately to the needs of different pupils | * Knowledge of equality and diversity legislation and best practice approaches | * Application form * Interview |