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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
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| **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
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| **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
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| **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
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| **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
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