



Quarrydale Academy

Person Specification – Business Manager

		E/D	A	I
Qualifications and Training				
1	Educated to at least Degree Level or equivalent professional qualification	E	✓	
2	Possession of or willingness to progress towards a recognised qualification such as the Certificate in School Business Management	E	✓	
3	Management qualification	D	✓	
Experience				
4	Significant experience of working in multiple stream business support areas at a management level including staff management	E	✓	✓
5	Experience of working in an educational establishment	D	✓	✓
6	Experience of working with school governors, trustees, directors or similar	E	✓	✓
7	Experience of working with auditors	E	✓	✓
8	Extensive experience of financial management (including at strategic level)	E	✓	✓
9	Experience of risk management	E	✓	✓
10	Experience of managing procurement, suppliers, contractors, contracts etc	E	✓	✓
11	Experience of managing a range of financial, clerical, administrative, recruitment and HR functions	E	✓	✓
Knowledge and understanding				
12	Knowledge and understanding of Academy policies and procedures	D	✓	✓
13	Knowledge and understanding of Health and Safety processes	E	✓	✓

14	Knowledge and understanding of GDPR requirements	E	✓	✓
15	Education MIS	E	✓	✓
16	Financial MIS	E	✓	✓
17	HR MIS	E	✓	✓
Skills and abilities				
18	The ability to demonstrate good time management techniques.	E		✓
19	Excellent ICT skills specifically Excel and financial systems	E	✓	✓
20	An ability to show initiative and work independently within a variety of situations.	E		✓
21	Ability to effectively communicate with people at all levels using a variety of mediums.	E	✓	✓
22	Very good organisational skills and ability to respond effectively to conflicting demands at a fast pace.	E	✓	✓
23	Ability to persuade, motivate, negotiate and influence	E	✓	✓
24	Ability to work harmoniously and effectively within a multi-disciplinary and professional team/s.	E	✓	✓
25	Ability to relate well to both children and adults and to operate within an environment which can sometimes be emotive.	E		✓
Personal attributes				
26	The ability to research, digest, analyse, validate and present material clearly. An ability to communicate complex information at all levels	E		✓
27	The ability to resolve problems and provide solutions	E		✓
28	A willingness to provide exemplary customer service	E		✓
29	Willing to work in the evenings as required to meet the requirements of the school / governors calendar	E		✓
30	Considerable personal enthusiasm, energy, integrity and professionalism	E		✓
31	Flexible and open to change	E		✓
32	Discretion and understanding of confidentiality	E		✓
33	Commitment to self and team development	E		✓
Other				
34	A commitment to uphold and promote equality of opportunity	E		✓
35	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓
36	Demonstrates an understanding of health and safety legislation and issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: May 2019