



**SALE HIGH SCHOOL**

**Business Manager**

**Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS/ PROFESSIONAL KNOWLEDGE</b>	Professional qualification to degree level or equivalent	Additional professional qualification in School Business Management or relevant discipline: CSBM, DSBM, CIPD, AAT
<b>EXPERIENCE</b>	Financial management and budget management experience  Strong administrative skills  Working knowledge of HR/employment law  Experience in managing contractors and/or premises management including Health & Safety	Experience and understanding of educational settings  Experience of working with FMS  Experience in seeking funding, and preparing and submitting bids to increase revenue/income
<b>INTERPERSONAL SKILLS</b>	Management/supervisory skills: the ability to lead multi-disciplinary teams and foster a 'can-do' approach  Ability to communicate ideas effectively  Flexibility, sense of humour, and a solution-focused approach  Excellent communication skills	
<b>OTHER</b>	IT skills including word, excel and outlook  Organisational skills  Time management  Ability to prioritise work, cope with competing deadlines, and work on own initiative to anticipate future requirements  Willingness to undertake training as required  Interest and enthusiasm for working in an educational setting	

