



School Business Manager

Person Specification



Job Title: School Business Manager	Essential	Desirable
Education and Qualifications		
Relevant professional qualification : DSBM, AAT, ACCA, CMA, MCIPS, CIPD or similar	✓	
Educated to degree level in a business related discipline		✓
Educated to A level and can demonstrate evidence of further study or education	✓	
Experience		
Experience in a management role covering various business disciplines and team related goals	✓	
Evidence of successful management of projects and priority works programmes	✓	
Able to provide evidence of managing people and teams successfully and building successful working relationships	✓	
Proven experience in the ability to tender and procure projects and services and deliver successful contracts through the appropriate procurement method	✓	
Experience of managing contracts to ensure best value and maximum efficiency that serves the needs of the school or organisation	✓	
Experience of working in the education sector		✓
Knowledge and Skills		
Good knowledge of Health and Safety policies and practices	✓	
Ability to manage a complex set of priorities and juggle tasks accordingly		✓
A sound understanding of the legal and contractual aspects of human resource management	✓	
Ability to build successful working relationships with a wide range of internal & external stakeholders	✓	
Excellent written and verbal communication skills with the ability to communicate contractual and financial information to both technical and non-technical audiences	✓	
High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations	✓	
Competent in the use of Microsoft Office suite, and able to learn new software systems	✓	
Possess a full driving license and have use of a vehicle for business purposes	✓	
Able to understand and analyse data to identify options and propose an appropriate course of action	✓	
Personal Attributes		
Able to operate with the highest standards of personal/professional conduct and integrity	✓	
Collaborative and able to engage and influence others	✓	
Sound judgement and decision maker – resilient and confident in using own initiative	✓	
Eligible to live and work in the UK	✓	
Have a calm but purposeful manner that inspires productivity and resourcefulness in others	✓	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs and core values of the Trust	✓	
A commitment to safeguarding and promoting welfare of children and young people	✓	

Tove Learning Trust and Local Governing Body are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

