**ASSISTANT BUSINESS MANAGER**

**PERSON SPECIFICATION**

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| **1. Qualifications** | **Essential** | **Desirable** | **Application** | **Interview and Task** |
| Educated to degree level or equivalent  |  | **√**  | **√**  |  |
| Minimum of 5 GCSE’s at A-C (or equivalent) inc GCSE Maths and English | **√** |  | **√** |  |
| Commitment to professional development  | **√**  |  | **√**  | **√**  |
| **2. Knowledge, skills, experience, understanding and administrative tasks**  |  |  |  |  |
| Experience of working in a school office environment | **√** |  | **√** |  |
| Experience of schools administrative systems | **√** |  | **√** |  |
| Line management / supervision of staff | **√** |  | **√** | **√** |
| Experience of using Microsoft Office Suite | **√** |  | **√** | **√** |
| Experience of customer service with various stakeholders |  | **√** | **√** |  |
| Experience of setting up, maintaining and developing administrative systems |  | **√** | **√** | **√** |
| Ability to communicate effectively, both orally and in writing with a range of audiences  | **√**  |  | **√**  | **√**  |
| Excellent attention to detail | **√** |  | **√**  | **√** |
| Excellent oral and written communication and organisational skills  | **√** |  | √ | **√** |
| Ability to work hard under pressure while maintaining a positive, professional attitude. | **√** |  |  | **√** |
| Ability to organise and prioritise workload and work on own initiative  | **√** |  | **√** | **√** |
| Full working knowledge of relevant policies |  | **√** | **√** | **√** |
| `Ability to interpret relevant policies and guidelines and apply to process | **√** |  | **√** | **√** |
| Self-starter but also able to work collaboratively with other team members | **√** |  | **√** | **√** |
| Ability to problem solve and plan effectively | **√** |  | **√** | **√** |
| Understanding of data protection and confidentiality | **√** |  | **√** | **√** |
| Excellent IT skills | **√** |  | **√** | **√** |

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| **3. Personal Qualities** | **Essential** | **Desirable** | **Application** | **Interview and Task** |
| Flexible and approachable and able to work under pressure and meet deadlines | **√**  |  | **√**  | **√** |
| Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | **√**  |  | **√**  |  |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | **√**  |  | **√**  |  |
| Deals with difficult situations effectively | **√**  |  | **√**  | **√**  |
| Commitment to maintaining confidentiality at all times | **√**  |  | **√**  |  |
| Able to work as part of a team. | **√** |  | **√** | **√** |
| Has excellent interpersonal skills and be able to communicate effectively.  | **√** |  | **√** | **√** |
| Ability to develop good relationships and communication at all levels with staff, pupils, parents/carers and the wider school community  | **√** |  | **√** |  |
| **4. Other professional requirements**  |  |  |  |  |
| A commitment to professional development | **√**  |  | **√**  |  |
| Is determined to promote a culture that celebrates success  | **√**  |  | **√**  |  |

