



St Anthony's Girl's Catholic Academy

PERSON SPECIFICATION

POST TITLE: Business Manager

GRADE: Grade 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	- Level 4 qualification in a relevant field or extensive senior administrator experience - At least 5 GCSE's or equivalent, Graded 5 or above including Maths and English	- Level 5 and above in a relevant field - Evidence of sustained CPD	- Application form - Certificates - Interview
Work Experience	- Significant experience of leading a team - Experience of using initiative to manage own workload and meet competing deadlines - Experience of using IT packages e.g. Microsoft Office (Word, Excel, PowerPoint) - Experience of managing a range of competing priorities effectively - Experience of working with staff at all levels within an organisation. - Experience of dealing with people face to face, on the telephone and electronically.	- Experience of working in a school - Experience of working within a progressive, rapidly changing environment. - Experience of HR related procedures.	- Application form - Interview - References - Assessment / test
Knowledge/ Skills/ Aptitudes	- Excellent attention to detail with the ability to produce written correspondence of a high quality. - A good level of numeracy is required. - Ability to communicate and interact with a wide range of people - Excellent organisational skills		- Interview - References - Assessment / test

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Knowledge/ Skills/ Aptitudes	• Ability to use discretion and good judgment. • Ability to prioritise and manage own workload amid conflicting demands and busy work periods. • Ability to think ahead and anticipate needs before they arise • Ability to deal with sensitive and confidential information in a professional manner, and maintain confidentiality at all times. • Ability to interact with all levels of seniority, both internal and external. • Excellent written skills • Strong verbal communication skills • A positive attitude		• Interview • References • Assessment / test
Disposition	• Able to work under pressure and at pace • Demonstrates high standards of personal resilience and integrity. • Strongly committed to high quality services. • Able to work as part of a team. • Flexible approach to work. • Committed to the principles of equality and diversity.		• Interview • References
Circumstances	• Can be flexible. • Enhanced clearance from the Disclosure and Barring Service • Supports the Catholic ethos within the School and Trust		• Interview