

Advanced Business Manager

Employee Specification Grade 14

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Where the criteria are to be identified through the "Selection Process", this will be tested during the recruitment process, which may involve written exercises, group discussions, presentations, interview etc.

Knowledge, Qualifications, Skills and Experience	Shortlisting Criteria
A recognised degree in business, accountancy or finance or an advanced diploma in School Business Management.	Essential
Ability to plan, develop, monitor and review the use of financial resources.	Essential
Experience of managing budgets, financial reporting, procurement, fixed assets and Health and Safety compliance.	Essential
Experience of financial analysis and reporting.	Essential
Experience of managing and leading teams, including effective leadership, supervision, support, training and performance management of staff	Essential
Experience of working effectively with a wide range of internal and external partners.	Essential
Experience of working in a strategic management role in education.	Essential
Knowledge of developments in Local Management of Schools	Desirable
An understanding of procurement, contracts, risk assessment, Health and Safety and traded services in organisations.	Essential
Experience of income generation (i.e. sourcing and securing additional funding).	Essential
Knowledge of project management techniques, and the ability to prioritise and manage ongoing project work.	Desirable
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	Essential
Experience of using financial management information, data analysis and information reporting systems.	Essential
Advanced knowledge of IT applications and systems such as Microsoft Office and specific school management information systems, including the Child Protection Online Management System (CPOMS), Money Manager, InVentry, AnyComms, ParentPay and Parent Apps.	Essential
Ability to use initiative, prioritise and meet deadlines under pressure.	Essential
Excellent interpersonal, communication and negotiating skills, both orally and in writing.	Essential
Ability to maintain a positive, compassionate, and professional demeanour, especially when working under pressure.	Essential

Ability to create a respectful, inclusive team environment and actively support the organisation's ethos and organisational values.	Essential
A commitment to improving own practice and knowledge through self-evaluation and learning from others.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Knowledge, Qualifications, Skills and Experience	Shortlisting Criteria
Accepts standard screening plus any other medical screening as decided by the Occupational Health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential