

Lampton School: BUSINESS MANAGER

PERSON SPECIFICATION

Qualifications & Experience

| Essential | Desirable |
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| Knowledge, experience and ability to undertake all items in the job description | Successful experience of working in a school or Academy financial management role and managing school budgets |
| Recognised management / business degree or professional qualification/s (certificate/s to be available at interview) and / or significant experience in field | Qualified Accountant (CIMA, ACCA, ACA) |
| Evidence of appropriate finance, business or administrative management experience, and in particular experience of the full range of financial responsibilities set out in the job description | |
| | Evidence of being an effective member of an establishment / company's leadership team |
| | Experience of managing a establishment/ company's human resources function |
| Experience of managing change and implementing new systems. | |
| Evidence of effective leadership and management of staff. | |
| Experience of managing large and complex budgets | |
| | Experience of managing within a school or similar establishment |
| | Experience and understanding of the working of a Governing Body or executive of a charity |

Knowledge & Skills

| Essential | Desirable |
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| Ability to build and form good relationships with students, colleagues and other professionals | |
| Able to lead, develop and motivate a team of staff, delegating duties as required | |

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| Ability to work constructively as part of a team. | |
| Excellent oral and written communication skills | |
| Ability to use the full range of software necessary for managing the school including advanced Excel skills | Ability to use and have up to date knowledge of SIMS, in particular the FMS module |
| Commercial awareness and the ability to achieve value for money | |
| Working knowledge of law on health & safety, contracts, freedom of information, copyright and data protection | Knowledge and understanding of the Academies Financial Handbook |

Personal Qualities

| Essential | Desirable |
|--|-----------|
| Excellent interpersonal skills with ability to maintain strict confidentiality | |
| A diplomatic and patient approach | |
| Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure | |
| Able to follow direction and work in collaboration with colleagues | |
| Willingness to undertake professional development, improve own and team performance and address personal and the team's needs. | |
| Able to work flexibly, adopt a "hands on" approach, and respond to unplanned events | |
| A willingness to seek specialist advice and awareness of where to seek it | |
| Efficient and meticulous. | |
| An excellent attendance & punctuality record | |
| Commitment to the highest standards of child protection and safeguarding | |
| Commitment to the school's core values and vision | |