

Person Specification: Business Manager

	Attributes		Relevant Criteria	Rank
1.	Relevant Experience	1.1	Substantial experience of Financial Management and Premises Management.	E
		1.2	Evidence of being an effective member of an organisation team.	E
		1.3	Experience with Health and Safety and Risk Assessment.	D
		1.4	Experience of managing the training, development and supervision of staff.	D
		1.5	Experience of managing PPP (Public Private Partnership) Contract.	D
		1.6	Experience of project management.	D
2.	Qualifications and Training	2.1	Financial Qualification e.g. CIMA or degree in Business Management.	E
		2.2	Courses related to Facilities Management e.g. Health & Safety, Working with Asbestos, Working at Heights, Manual Handling.	D
3.	Skills and Knowledge	3.1	Sound knowledge of using a Financial Accounting system.	E
		3.2	The ability to prepare budgets, monthly management accounts and Year-End Accounts.	E
		3.3	The ability to understand and apply regulations such as Health & Safety, Manual handling, COSHH, ladder regulations, legionella, hygiene, etc.	E
		3.4	Sound IT, Literacy and Numeracy skills.	E
		3.5	Highly developed planning and organisation skills with the ability to prioritise.	E
4.	Personal Qualities	4.1	Ability to work constructively as part of a team, understanding School roles and responsibilities including own.	E
		4.2	Commitment to acting with integrity to safeguard the assets, financial probity and reputation of the School.	E
		4.3	Understanding and commitment to The MAT’s Equal Opportunities Policy and how it relates to the duties of this post.	E
		4.4	Display commitment to the protection and safeguarding of children and undertake annual training.	E

E = Essential D = Desirable