



## PERSON SPECIFICATION

### Role: Business Manager

The Governors of Frewen College are seeking to appoint a Business Manager with vision, integrity, and empathy with the school's outstanding work with children with Specific Learning Difficulties, and who will work with all members of the School community in its continuing development. Candidates must be able to demonstrate financial acumen, strong managerial capabilities, sound judgement and excellent communication skills. Ideally, the successful candidate will:

- Be qualified to degree level or equivalent, with a professional qualification or equivalent experience in finance, management or property.
- Be highly motivated and able to meet objectives through their own initiative.
- Be highly numerate and have budgetary experience with knowledge of finance in the educational world.
- Be a strategic thinker with proven ability to formulate and present ideas effectively and the ability to take a long term view.
- Be an excellent communicator both in writing and orally with the ability to motivate the team as well as present confidently to Governors.
- Be an excellent 'team player' comfortable with dealing effectively with parents, pupils, the full range of staff, and Governors.
- Have strong IT, web and (preferably) social media skills.
- Have demonstrated successful senior leadership and ideally managed a multi-disciplinary team.
- Have proven ability to work under pressure and manage competing priorities.
- Be a creative thinker with an ability to devise pragmatic solutions where necessary.
- Be committed to continuous professional development.
- Have the skills to manage and deploy resources effectively and efficiently.
- Demonstrate the highest levels of integrity and ability to maintain strict confidentiality.
- Be committed to continuing to develop the school's Health and Safety policies and procedures to ensure a safe working and learning environment.
- Be committed to child welfare and safeguarding, and equality of opportunities.

<b>CATEGORY</b>	<b>ESSENTIAL</b> <i>These are qualities which are required to do this job. Applicants are unlikely to be considered if they do not possess these.</i>	<b>DESIRABLE</b> <i>These are additional qualities, which may be useful when the panel is selecting the final shortlist</i>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>	Educated to Degree level or equivalent.	A professional qualification in finance, management or property, or equivalent experience.	Certificates
<b>Professional experience</b>	<p>Significant previous experience in financial management, including end of year accounts and external liaison with auditors.</p> <p>Experience of managing others.</p> <p>Experience of budget planning and monitoring.</p>	<p>Experience of working in a finance environment within a school or educational setting.</p> <p>Experience of managing a diverse workforce including contractors.</p> <p>Budgeting responsibility.</p> <p>Knowledge of School financial and administrative systems.</p> <p>Knowledge of relevant legislation.</p>	<p>Application form</p> <p>Interview</p>
<b>Competence</b>	<p>Able to manage the School's administrative and financial systems.</p> <p>Able to manage, lead, organise, deploy and motivate a multi-disciplinary staff team.</p> <p>Able to manage School facilities including catering, cleaning and grounds.</p> <p>Able to use and manage ICT systems and resources effectively.</p> <p>Able to establish and develop positive working relationships with all members of the School community including Governors, staff, parents and pupils.</p> <p>Able to manage competing priorities and deadlines.</p>	<p>Knowledge of data security/cyber security /data protection; and social media.</p> <p>Experience of Charity Law issues.</p> <p>Experience of managing grounds and building maintenance.</p> <p>Experience of managing transport activities including licencing.</p> <p>Fundraising experience.</p>	<p>Application form</p> <p>Interview</p>

	Able to formulate ideas and solutions and present them effectively to the Principal and Governing Body.		
<b>Knowledge</b>	<p>A working knowledge of Health and Safety legislation.</p> <p>A working knowledge of employment legislation and commercial law including data protection and contracts.</p> <p>A working knowledge of Planning legislation preferably including Listed Building experience.</p>	<p>An understanding of the Independent school sector.</p> <p>An understanding of charity regulations.</p> <p>Knowledge of investment procedures.</p> <p>Knowledge of purchasing and procurement.</p> <p>Knowledge and experience of marketing.</p>	<p>Application form</p> <p>Interview</p>
<b>Work related personal requirements</b>	<p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p> <p>Able to maintain strict confidentiality.</p> <p>Able to evaluate own development needs and those of others and encourage their development.</p>		Interview

*February 2015*

*Please Note: Frewen College is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before they start work at the school as well as taking up references before interview.*