



Gosden House School

BUSINESS MANAGER

Person Specification

April 2022

Selection Criteria	Assessment Method
Qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> • Recognised management/business degree or relevant professional qualification. • Evidence of further professional development <p>Desirable:</p> <ul style="list-style-type: none"> • School Business Manager or Accountancy qualification 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Experience of leading an effective staff team • Understanding of financial planning <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in a school setting • Experience in special school finance • Experience of HR admin 	<ul style="list-style-type: none"> • Interview • Application form, written statement
Professional Knowledge and Understanding	
<p>Essential:</p> <ul style="list-style-type: none"> • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to proficiently use office computer and finance software including, excel, word and Office 365. • Ability to produce and present budgets and financial forecasts. 	<ul style="list-style-type: none"> • Application form, written statement • Interview • Presentation • In-Tray exercise
Professional Qualities	
<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to the safety and welfare of all children and young people in the school • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach • Initiative and ability to prioritise both ones' own work and that of others. • Track record of working under pressure • Resilience and positivity in promoting and influencing school ethos 	<ul style="list-style-type: none"> • Application form written statement • Interview • Presentation • In-Tray exercise

Skills & Aptitudes	
Essential: <ul style="list-style-type: none"> • Able to plan and organise effectively • Well-developed oral and written communication skills • Able to communicate effectively with a wide range of stake-holders such as staff, colleagues, Governors, Senior Leadership Team and community. 	<ul style="list-style-type: none"> • Application form written statement • Interview • Presentation

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment