

Person Specification for Executive Federation Business Manager

Attribute s	Criteria	Identified	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> School Business Manager Qualification (or willingness to gain it). GCSE grade C/grade 4 or above passes or equivalent in English and Maths. 5 or more GCSE passes at grade C/grade 4 or above, or equivalent. Evidence of continuous professional development. 	Application Form		
Experience	<ul style="list-style-type: none"> 2 – 3 years' experience of frontline customer care in a school/ business or 2 – 3 years' experience of working in demanding and busy office environment or 2 – 3 years' experience of working in a school setting as an administrator, or in a public service which directly supports schools on a day to day basis. Significant experience in administrative / finance management roles. Line management and performance management of staff Knowledge of Wigan LA financial procedures. Presenting at Governors Meetings as necessary Have knowledge of SOFA and SVFS documents 	Application Form	At least one of criteria pertaining to experience	
Knowledge	<ul style="list-style-type: none"> An understanding of Federation of Schools and that this role is across The Federation . Local and educational matters that impact on the efficient running of the school. Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff. Knowledge of Microsoft Office applications. Good knowledge of employment legislation and practice, as applied to a school-based workforce Demonstrates appropriate awareness of confidentiality in sensitive, personal and school issues 	Application Form and Interview	Applies to all points	

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Skills/Abilities	<ul style="list-style-type: none"> • Ability to bring the schools within The Shevington Federation to find best value and make savings. • Ability to engage positively and constructively with a wide range of people and families/carers with different social, ethnic and cultural backgrounds. • Ability to show sensitivity and empathy in liaising with pupils and their parents. • Ability to work in a team situation. Able to work effectively with and command the confidence of staff and senior leaders across The Shevington Federation. • To show general competence in ICT skills. • Extensive knowledge and expertise of the school SIMs management system, and other Finance Management Systems • Exemplary written and verbal communication skills. • Ability to use initiative and work independently planning own timetable as necessary. • Ability to cope with conflicting demands, deadlines and interruptions. • Ability to hot desk as necessary across the schools within The Federation. 	Application Form and Interview	Applies to all points	
Personal Qualities	<ul style="list-style-type: none"> • Have a patient and understanding nature towards children and enjoy being in their company. • Well organised, neat and tidy in their work. • Willingness to participate fully in the life of the school, working collaboratively with colleagues and able to seek advice and help as appropriate. • Loyal • Willing to represent The Shevington Federation 	Application Form and Interview	Applies to all points	