



Ash Lea
working together to be our best

Owthorpe Road, Cotgrave, Nottingham, NG12 3PA

Business Manager Person Specification

| Criteria | Qualities | Desirable = D Essential = E |
|-------------------------|---|--|
| Qualification Qualities | <ul style="list-style-type: none"> GCSE Grade C or equivalent in English & maths Certificate or Diploma in School Business Management or similar Health and Safety training | E E D |
| Experience | <ul style="list-style-type: none"> Some leadership and / or management experience in a school or relevant field outside education Involvement in improvement planning Implementing and reviewing local and national policy Line management experience Experience of managing Health and Safety Experience of human resource Experience of data protection Experience of premises or facilities management | E E E E D D E D |
| Skills and Knowledge | <ul style="list-style-type: none"> Expert knowledge of financial management Previous use of FMS or equivalent accounting software Previous use of Management Information Systems (SIMS or equivalent) Excellent communication and interpersonal skills Ability to build effective working relationships with staff and other stakeholders Understanding of data protection and confidentiality Knowledge of Schools Financial Value Standard (SFVS) Knowledge of HR policies, codes of practice and legislation Knowledge of Health and Safety policies, codes of practice and legislation Knowledge of resource management and procurement Knowledge of personnel procedures and employment legislation | E E E E E D D D E D |

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| | | |
|----------------------|--|---|
| Personal Commitments | • Promoting the ethos and values of the school to achieve the best outcomes for all pupils | E |
| | • Acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | E |
| | • Maintaining confidentiality at all times | E |
| | • Safeguarding | E |
| | • Promoting equality, diversity and inclusion | E |
| | • Keeping yourself and others healthy and safe | E |
| | • Positively promote change | E |

| Category | Non-technical Skills | Skill Descriptor |
|-----------------------|------------------------------------|---|
| Situational awareness | Attention to detail | Can focus on details and identify unusual or unexpected things |
| | Maintain concentration | Uses techniques to stay alert, aware and manage distraction where necessary |
| | Anticipation of risk | Is alert to hazards, risk and errors responding appropriately |
| Dilligence | Systematic and thorough approach | Complete tasks using a logical and thorough approach |
| | Checking | Checks actions and information rather than making assumptions |
| | Follow rules and procedures | Complies with rules and procedues |
| Communication | Listening | Listens, understands and responds appropriately |
| | Assertiveness | Speaks up and challenges when needed |
| | Sharing information | Shares information in a timely manner to the right people |
| Decision making | Effective decision making | Weighs up information and options to make a decision |
| | Solving problems | Establishes the cause of problem and seeks a resolution |
| Cooperation | Empathy | Considers the views and needs of others |
| | Co-operative | Supports others and takes the lead when required |
| | Respect | Treat others with respect and be polite |
| | Conflict and challenging behaviour | Recognies and helps address challenging behaviour, conflict and aggression |

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| Workload and Self-management | Prioritising | Can prioritise information and tasks |
| | Calm under pressure | Uses techniques to remain calm under pressure and respond appropriately |
| | Motivation | Performs beyond the minimum requirements of role |
| | Confidence and initiative | Can work independently and proactively, asking for help when needed |
| | Maintain and develop skills and knowledge | Keeps knowledge and skills up to date, seeks CPD as appropriate |
| | Prepared and organised | Is prepared and organised for work |

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