



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Person Specification

Business Manager (Strategic Secondary School)

Grade 12 - AAAE5168

Shortlisting will be based on the evidence in your application against the criteria below.

Criteria	Essential	Desirable
Qualifications and Training		
A degree, or other relevant qualification, ideally in accountancy, business management or a related discipline; or a school business management qualification (Level 4 Diploma, Level 5 or Level 6); or demonstrable evidence of carrying out a similar role in a similar organisation over a significant timescale	Y	
Evidence of undertaking regular CPD	Y	
Experience		
Successful leadership and management experience in a school, or in a relevant field outside education	Y	
Proven project management skills	Y	
Sound financial management skills	Y	
Experience of fundraising or bid writing	Y	
Proven ability to manage teams effectively	Y	
Involvement in school self-evaluation and improvement planning		Y
Contributing to staff professional development and line management		Y
Experience of working within a school setting		Y
Skills and Knowledge		
Expert knowledge of financial management	Y	
Excellent attention to detail	Y	
Effective communication and interpersonal skills	Y	



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Highly numerate, with experience of working with high-value budgets	Y	
Ability to use technology to create efficiency in the workplace		Y
Computer literate	Y	
Previous use of budget planning software (e.g. Access) and an MIS (e.g. Arbor)		Y
An understanding of GDPR	Y	
An understanding of Health and Safety responsibilities in a school setting		Y
Personal Qualities		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all students	Y	
A commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Y	
An ability to work under pressure and prioritise effectively	Y	
A commitment to maintaining confidentiality	Y	
A commitment to safeguarding and equality	Y	
The ability to deal with difficult situations effectively	Y	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current as at today's date, but following consultation with the postholder may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.