**HARRIS GOUGH FEDERATION**

**Federation Business Manager (Level 2) ,Grade 10 (SCP 26-28)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Recognised NVQ Level 3 Qualification   (or equivalent) OR Relevant Professional Qualification | * Recognised NVQ Level 4 Qualification or equivalent (CSBM) |
| **Specialist Knowledge/Skills** | * Knowledge of relevant aspects of administration, finance, HR, site management, H & S matters * Experience of Supervising/Managing Staff * Good computer skills in finance and administration * Good Communication and Interpersonal Skills * Appreciation of school environment and particular demands to be serviced * Ability to analyse data and produce clear reports * Ability to propose realistic solutions to problems * Ability to handle change positively | * Health & Safety Training * ICT Qualification |
| **Personal qualities** | * Flexible and highly self-motivated |  |
| **Other Requirements** | * Evidence of CPD * Ability to represent school at external meetings * Willing to work towards School Business Manager qualification (i.e. DSBM, CSBM, ADSBM) |  |
| **Special Conditions** | * willingness to undertake an enhanced Disclosure and Barring Service (DBS) check * ability to communicate at ease with parents, governors and other stakeholders and provide advice in accurate spoken English |  |