**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)
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| **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
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| **Personal qualities** | * Flexible and highly self-motivated
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| **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)
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| **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
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