

**Administration and Business Support Manager
Person Specification – June 2020**

	Essential	Desirable
Qualification	<p>Certificate in School Business Management (or equivalent in a relevant discipline)</p> <p>Maths and English (Grade A-C) (or equivalent).</p> <p>Excellent literacy and numeracy skills.</p> <p>Willingness to undertake First Aid qualification (if not in place)</p>	<p>Diploma in School Business Management (DSBM)</p> <p>First Aid qualification.</p> <p>Up to date Safeguarding training.</p> <p>IOSH or equivalent H&S qualification.</p>
Experience	<p>Proven line management experience across multiple departments.</p> <p>Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.</p> <p>Knowledge and experience of key school systems, for example SIMS, ParentMail, Inentry.</p> <p>Experience of using ICT including Word Processing, Spreadsheets, Database.</p> <p>Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environment</p> <p>Experience of liaising with other professionals and school stakeholders.</p> <p>Experience in the production, review and management of H&S related risk assessments.</p> <p>Strategic management of building maintenance, cleaning and health and safety.</p>	<p>Experience of working in a school environment</p>

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<p>Skills/Knowledge</p>	<p>Ability to work flexibly within the wider school team and to support other roles, as and when necessary.</p> <p>Ability to communicate efficiently and confidently at all times.</p> <p>Ability to produce high quality, accurate documentation with high speed typing ability.</p> <p>Ability to lead and manage the work and outcomes of others, as well as work within a team.</p> <p>Ability to work sensitively and effectively with others to help them improve their everyday practice.</p> <p>Ability to prioritise own workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</p> <p>Ability to problem solve and create innovative solutions.</p> <p>Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft Office.</p> <p>Demonstrate significant experience of a range of general administrative functions within an office environment.</p> <p>Ability to effectively work with sensitive and confidential information/data.</p> <p>Ability to produce minutes of both formal and informal meetings.</p> <p>Working knowledge of GDPR policy and procedure.</p> <p>Awareness and knowledge of H&S legislation applicable in school</p>	<p>Knowledge of premises and Health and Safety requirements.</p>
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Personal Qualities	<p>Be dependable and reliable.</p> <p>Have excellent time management and organisational skills.</p> <p>Able to remain calm, pleasant and courteous at all times, even when faced with tight deadlines or challenging situations.</p> <p>Approachable, reliable, conscientious, articulate, respectful, trustworthy, enthusiastic, positive.</p> <p>Commitment to high standards and to continue personal and professional development.</p> <p>High level of confidentiality and discretion.</p> <p>A strong desire to work in a school environment and to support and be involved in wider aspects of school life.</p> <p>High expectations of self and others.</p> <p>A commitment to equal opportunities and empowering others.</p> <p>Be a very positive role model to pupils.</p>	
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