

PERSON SPECIFICATION – BUSINESS MANAGER, DEVON PRIMARY SCITT

Area	Criteria	Essential/ Desirable	Assessed through:
Qualifications	Degree (2.2 or above)	Desirable	Application Form and Certificates
	Recognised financial/business qualification(s)		
	Management/administration qualification(s)		
Experience	At least 3 years Office Administration <i>at a senior level</i>	Essential	Application Form and References
	Preparation and monitoring of budgets	Desirable	
	Working in a school or educational establishment		
	Experience of marketing, promotional work & design		
	Preparing and submitting reports & returns to external organisations		
Financial Skills	Efficient, accurate & compliant record-keeping	Essential	References and Interview
	Ability to analyse budgets and produce clear reports		
Analytical Skills	Ability to organise data for ease of interrogation	Essential	References and Interview
	Effective reporting and presentation skills		
General Administration Skills	Ability to deal with a range of people and situations effectively with tact, empathy & discretion	Essential	References and Interview Process
	Ability to work calmly and effectively under pressure.		
	Highly organised, clear thinking and thorough, with excellent attention to detail.		
	Solution focused and able to resolve issues at an appropriate level		
	Excellent verbal & written communication skills		
	ICT Literate (confident user of Microsoft Office)		
	Understanding of equality, data protection and safeguarding principles & protocols		
Personal Attributes	Warm, approachable, supportive and a team player who builds very effective relationships.	Essential	References and Interview Process
	Honest, open, trustworthy, reliable and principled in interactions with others.		
	Highly motivated, enthusiastic and creative, with energy and initiative.		
	Committed to the values and mission of DPSCITT		
	Adaptable & flexible with a good sense of humour		
	Reflective, resilient and responds positively to change, advice and support		
	Ability to work independently and deliver objectives with minimal supervision.		