PERSON SPECIFICATION

Academy Business Manager

The following person specification outlines the qualifications, experience, knowledge, skills, and personal attributes required to undertake the role of Academy Business Manager.

Qualifications and Training	Essential	Desirable
Relevant professional qualification in business management, finance, accountancy, HR or a related discipline, or equivalent demonstrable experience.		✓
Evidence of ongoing professional development relevant to business management, finance, estates, or leadership.	✓	
Relevant training or qualification in health and safety, premises management, or financial management.		✓
Experience	**Essential**	**Desirable**
Significant experience of managing a range of business functions within a complex organisation, including finance, HR, premises, administration, and compliance.	✓	
Proven experience of strategic financial planning, budget management, financial forecasting, and monitoring.	✓	
Experience of developing and implementing business improvement strategies and reviewing systems and processes to improve efficiency and effectiveness.	✓	
Experience of managing, motivating, and developing staff, including performance management and workforce planning.	✓	
Experience of estates management, including planned maintenance, building development, contractor management, and statutory compliance.	✓	
Experience of procurement, tendering, contract negotiation, and supplier management.	✓	
Experience of preparing reports and presenting financial and business information to senior leaders and Governing bodies.	✓	
Experience of working with external agencies, contractors, professional advisers, and regulatory bodies.	✓	

Experience of working within an academy, school, or other educational setting.		✓
Experience of managing capital projects, funding bids, and income generation initiatives.		✓
Knowledge and Understanding	**Essential**	**Desirable**
Strong understanding of financial management, budgetary control, financial regulations, audit requirements, and internal financial controls.	✓	
Knowledge of financial planning, resource allocation, value for money and long-term financial sustainability.	✓	
Sound understanding of relevant employment legislation, HR policies and procedures and good employment practice.	✓	
Knowledge of health and safety legislation, risk assessment, premises management, and statutory compliance requirements.	✓	
Knowledge of relevant legislation, statutory guidance and regulatory requirements affecting school operations.	✓	
Understanding of the financial and operational challenges facing schools and academies.		✓
Knowledge of academy funding arrangements, ESFA requirements and financial reporting processes.		✓
Skills and Abilities	**Essential**	**Desirable**
Ability to provide strategic leadership and contribute effectively to whole-school planning and decision-making.	✓	
Highly developed financial analysis and interpretation skills, with the ability to identify risks, opportunities, and areas for improvement.	✓	
Ability to develop, evaluate and present long-term financial and business plans, including costed options and recommendations.	✓	
Excellent organisational, planning and prioritisation skills, with the ability to manage competing demands and meet deadlines.	✓	
Strong leadership and people management skills, with the ability to motivate, support and develop staff.	✓	
Ability to analyse complex information, exercise sound professional judgement and develop practical solutions to problems.	✓	
Excellent written and verbal communication skills, including the ability to present complex information clearly to different audiences.	✓	
Strong IT skills, including the ability to use financial management, HR, and management information systems effectively.	✓	
Ability to lead organisational change, challenge existing practice and implement improvements.	✓	

Personal Qualities and Attributes	Essential	Desirable
A strategic thinker who can balance long-term organisational priorities with day-to-day operational demands.	✓	
Proactive, innovative, and solution-focused, with the confidence to identify issues and take appropriate action.	✓	
A high level of integrity, professionalism, discretion, and commitment to confidentiality.	✓	
Resilient, adaptable, and able to remain calm and effective when working under pressure.	✓	
A collaborative team player who can build positive working relationships with staff, Governors, families, and external partners.	✓	
Demonstrates initiative, accountability, and a strong sense of personal responsibility.	✓	
Committed to promoting equality, diversity and inclusion and ensuring services are accessible and responsive to the needs of the school community.	✓	
Committed to safeguarding and promoting the welfare of children and young people and understanding the importance of maintaining a safe school environment.	✓	
Demonstrates a commitment to the school's vision, values, and the needs of its pupils.	✓	

Safeguarding

The post holder must be committed to safeguarding and promoting the welfare of children and young people. Appointment will be subject to satisfactory pre-employment checks, including an enhanced DBS check and other relevant safeguarding checks, in accordance with statutory requirements.

Shortlisting

The essential criteria will be used as the basis for shortlisting. Applicants should demonstrate clearly within their application how they meet each of the essential requirements.