



The Nar Valley Federation of Church Academies

Executive Headteacher: Mrs Anne Neary

Web: www.narvalleyfederation.co.uk

Person Specification – Federation School Business Manager

	Essential	Desirable
Qualifications	NVQ Level 4 or degree level management/business qualification	Business manager specific qualification, e.g. DSBM, CSBM, ADSBM
	Evidence of CPD	MSc Business Management
Experience	Recent experience of working in an office environment as a proven strong successful senior leader.	Experience of being in the school environment
	A whole school/academy responsibility and experience of turning policy into effective and successful practice.	Experience of working across a Federation of schools
	Supervising and managing staff	
	Financial management including strategic financial planning, budgets and financial reporting.	Budgeting in an education setting.
	Dealing with HR, payroll, and health and safety matters.	
Professional knowledge	Experience of maintaining complex financial information systems and	

	making payments	
	Knowledge and experience of health and safety, first aid, medical, and fire safety regulations and requirements	
	Understand national and regional educational services and how an administrative support service within an Academy is run	

	Up-to-date-knowledge of statutory regulations and guidance relating to the post	
Professional skills, qualities and aptitudes	Analyse data and plan an appropriate course of action for improvement.	
	Review systems to ensure the robust evaluation of performance and actions to secure improvements.	
	Excellent organisational, communicating and problem solving skills, with the ability to use own initiative and work proactively both in a team and independently.	
	Lead and manage team/s to successfully achieve agreed goals.	
	Be an effective team player that works collaboratively and effectively with others.	
	Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as	

	appropriate).	
	Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	
	Support, motivate and inspire both colleagues and pupils by leading through example.	
	Contribute effectively to the work of the headteacher and senior leadership team.	



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	Deal successfully with situations that may include tackling difficult situations and conflict resolution.	
	Work successfully with a range of external agencies.	
Commitment	Equalities and the Equality Act 2010	
	Promoting the Academy's vision and ethos	
	Relating positively to and showing respect for all members of the Academy and wider community	
	Ongoing relevant professional self-development	
	Safeguarding and child protection	