

Magdalen College School
Business Manager
Person specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree or equivalent 	<ul style="list-style-type: none"> • Chartered accountant • Qualification in school business management or equivalent
Skills, knowledge and attributes	<ul style="list-style-type: none"> • Commitment to comprehensive education • Excellent written and verbal communication skills • High degree of integrity • Organisational skills • Strategic thinker • Flexible and ability to work under pressure • Competent in use of Microsoft office, or equivalent • Ability to manage large multi-faceted budgets • Ability to maintain strict confidentiality in all matters • Ability to engage with secondary-age pupils on a range of topics and command their respect 	<ul style="list-style-type: none"> • Good knowledge of structural ICT systems • Knowledge of HR principles and legislation • Proven ability to operate principles of “best value” • Knowledge of policy requirements of academies • Commitment to own continuing professional development
Experience	<ul style="list-style-type: none"> • Experience or leading teams of staff • Experience of leading change • Project management experience 	<ul style="list-style-type: none"> • Strategic senior leadership experience • Experience of financial management in academy context • Experience of successfully managing performance of others • Experience of working with, and accounting to, governors • Experience of managing building projects