



Hulme Hall Grammar School

Business Manager (Bursar) Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering candidates for this post.

Attributes	Essential	Desirable	How Identified
Qualifications and Training	<ul style="list-style-type: none"> Degree level qualification or equivalent Good literacy and numeracy skills 	<ul style="list-style-type: none"> Professional management qualifications e.g. CSBM, DSBM, NEBOSH, CIPD qualification Professional accountancy qualification or equivalent, e.g. ICAEW, ACCA, CIPFA, CIMA 	Application Form / Interview
Experience	<ul style="list-style-type: none"> Experience of middle or senior management, including a strong track record in financial management Experience and knowledge of strategic planning and evaluation Experience of leading and managing budgeting and reporting processes Experience in managing procurement processes in line with regulatory requirements Experience and ability to use financial management systems Experience in premises and facilities management Experience in managing Health and Safety 	<ul style="list-style-type: none"> Experience of working at a senior level within a school / educational environment Experience in HR management 	Application Form / Interview
Knowledge and Skills	<ul style="list-style-type: none"> Exceptional leadership skills and the ability to motivate, inspire and challenge Excellent communication skills (written, oral and presentational) Proven ability to work strategically and to seek and implement creative solutions 	<ul style="list-style-type: none"> Good knowledge of Health and Safety legislation (or a willingness to undertake training) Good knowledge of employment law and best practice (or a willingness to undertake training) 	Application Form / Interview

	<ul style="list-style-type: none"> • Strong skills in financial analysis and risk management • Highly effective administrative and organisational skills • Excellent people management skills • Understanding of Company and Charity law • Ability to lead and manage projects from inception to completion • Ability to use evidence to make decisions and prioritise actions • An awareness and understanding of equal opportunities • Knowledge of IT strategies 		
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Support of and commitment to the School's ethos, vision and values • Willingness and ability to work as part of a team • A positive, enthusiastic outlook with the energy, drive and determination to succeed • Resilience, the ability to work under pressure and to meet deadlines • Proven ability to think strategically and creatively and to prioritise • Ability to self-manage and work independently • A commitment to safeguarding and promoting the welfare of children and young people • Ability to make difficult decisions • Is self-confident, motivated and ambitious • Has a good sense of humour 		<p>Application Form / Interview</p>