



## School Office and Business Operations Manager

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs at Grade C (4)+ including English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in business management, finance, or related field</li> <li>Qualification in school administration or education sector</li> <li>Other higher level of education demonstrated</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive administrative experience and/or managerial background</li> <li>Experience of developing, implementing whole school (or org/dept) systems and/or policies</li> </ul>	<ul style="list-style-type: none"> <li>Experience leading, managing, developing and motivating a team.</li> <li>Experience working in a school or educational environment</li> <li>Experience in financial management including budgeting and reporting</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Strong organisational and time management skills</li> <li>Proficient in IT systems (finance software, spreadsheets, databases)</li> <li>Strong communication and interpersonal skills</li> <li>Ability to be creative and innovative</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school funding and financial regulations</li> <li>Understanding of safeguarding and child protection policies</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>High level of integrity and confidentiality</li> <li>Flexible, adaptable, and able to work independently and as part of a team</li> <li>Reliable, displaying enthusiasm and commitment to the school</li> </ul>	



<b>Other Requirement s</b>	<ul style="list-style-type: none"><li>• Willingness to undertake further professional development</li><li>• Commitment to safeguarding and promoting pupil welfare</li></ul>	
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