



School Office and Business Operations Manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">5 GCSEs at Grade C (4)+ including English and Mathematics	<ul style="list-style-type: none">Relevant qualification in business management, finance, or related fieldQualification in school administration or education sectorOther higher level of education demonstrated
Experience	<ul style="list-style-type: none">Extensive administrative experience and/or managerial backgroundExperience of developing, implementing whole school (or org/dept) systems and/or policies	<ul style="list-style-type: none">Experience leading, managing, developing and motivating a team.Experience working in a school or educational environmentExperience in financial management including budgeting and reporting
Skills & Knowledge	<ul style="list-style-type: none">Strong organisational and time management skillsProficient in IT systems (finance software, spreadsheets, databases)Strong communication and interpersonal skillsAbility to be creative and innovative	<ul style="list-style-type: none">Knowledge of school funding and financial regulationsUnderstanding of safeguarding and child protection policies
Personal Attributes	<ul style="list-style-type: none">High level of integrity and confidentialityFlexible, adaptable, and able to work independently and as part of a teamReliable, displaying enthusiasm and commitment to the school	



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