**Federation of St. Peter’s Elwick CofE (VA) & Hart Primary Schools**

**Business Operations & Premises Manager – Band 11 37 hours Term time plus 4 weeks**

Personal Specification and Criteria for Selection

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCED BY** |
| **QUALIFICATIONS** | * Grade C or above in GCSE English and Maths * IT skills * Degree or Level 4 Diploma in School Business Management or equivalent qualification level and/or experience (meet the entry requirements to undertake the School Business Manager Programme with the Institute of Leadership and Management leading to acquisition of the qualification) * Ability to travel independently meeting the requirements of the role. | * Certificate of School Business Management * Health and safety qualifications, eg IOSH, NEBOSH, SACO * First Aid qualification * Administering of medication qualification | Application |
| **KNOWLEDGE & EXPERIENCE** | * Experience working in an school office environment at a senior level * Experience in senior administration/finance roles * Experience of managing school budgets effectively * Experience of use of school systems, eg parent communication * Experience of premises management, eg best value, well maintained, fully compliant * Experience of leading capital schemes * Strong track record in delivering operational excellence * Experience of dealing with sensitive and confidential information and being up to date with data protection/GDPR requirements * Experience of working on own initiative and leading a team. | * Experience of supporting schools with academy conversion * Experience of successful grant application and income generation * Experience of performance management of administration personnel * Knowledge of refining school administration and procurement systems and procedures * Knowledge and experience of management of educational visits, eg EVOLVE * Experience of policy management * Knowledge of marketing/PR and administration of school website and social media accounts * Experience of leading/managing across more than one school or site * Experience of managing risk registers * Experience of managing data protection | Application, references, interview |
| **SKILLS and**  **APTITUDES** | * Excellent written and oral communication skills * Excellent interpersonal and networking skills * Commercially astute with a good understanding of finance * Ability to inspire, manage and organise staff * Ability to provide financial reports to Executive HT, Head of Schools and Governing Body * Ability to identify maintenance issues and prioritise, securing best value * IT skills * Negotiation and influencing skills * Skills to ensure school remains compliant in all health and safety procedures | * Negotiation and influencing skills * Skills to ensure school remains compliant in all health and safety procedures * Skills in managing online presence | Application, references, interview |
| **PERSONAL ATTRIBUTES** | * Ability to self-manage * Ability to uphold the school values, including the Christian values of St. Peter’s Elwick, working positively and inclusively with colleagues across all schools * To be able to work flexibly in the interests of the service. * Personal integrity with an ability to uphold confidentiality * Excellent people skills * Positive promotion of the schools’ reputations * Strategic and creative thinker * Organised and effective with an ability to work independently to meet and manage deadlines * Ambitious with high expectations of yourself and others * Committed to on-going professional development | * Ability to hold people to account | References and interview |