**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 |