



King's Norton Boys' School

HUMANI SEMPER CONTENDIMUS

PERSON SPECIFICATION

Job Title: School Business Manager

Grade: 5

The recruitment process will be based upon completed application form, supporting letter, practical exercises, formal interview, proof of qualifications, satisfactory references and DBS check.

ESSENTIAL CRITERIA
EXPERIENCE (Relevant work and other experience)
<ul style="list-style-type: none"> • Experience of financial management in a financial or educational setting • Human Resource Management experience • Administrative experience, including line management of administrative colleagues • Experience of line management responsibility • Experience of using purchasing systems to ensure effective and efficient procurement practices • Experience of identifying improvements to practices and procedures in order to ensure maximum efficiency and effectiveness • Experience of implementing policies, practices and procedures and ensuring adoption and consistency by colleagues • Experience of working in a continuous improvement environment
SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)
<ul style="list-style-type: none"> • Ability to manage the school budget both on a strategic and day to day level • Ability to analyse and interpret complex information and make recommendations • Some knowledge of current employment law • Knowledge of facilities management • Knowledge of relevant Health and Safety legislation • Excellent communication skills, oral and written • Ability to line manage other employees including responsibility for deployment, allocation of work, induction, appraisal, development • Ability to have challenging and courageous conversations with employees • Ability to forge positive and productive relationships with all our stakeholders • Effective time management skills • Effective use of ICT • Ability to write successful bid applications and other grant funding applications. • Confidential and high level of integrity • Ability to manage data protection and challenge 'custom and practice' • Ability to role model positive management and leadership skills • Ability to think strategically • Ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others • Energy and enthusiasm to inspire and motivate colleagues • Ability to be flexible and positive, dedicated and trustworthy • Ability to problem solve • Ability to show sensitivity and objectivity in dealing with confidential issues • Ability to lead change 'in the right way'
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications
Part or fully qualified accountant (e.g. AAT, CIMA, ACCA), Diploma in School Business Management or relevant HR qualification (such as CIPD).