



Person Specification – School Business & Operations Manager

The Futures Trust and Parkgate School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher/Deputy Headteacher
Grade	8
Hours	37 hours per week, All year round
Location	Based at Parkgate School

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Understanding and awareness of education issues and developments • Thorough knowledge and understanding of school financial principles and controls, budget planning and management procedures • Knowledge and understanding of premises management • Understanding of HR principles and procedures • Knowledge and understanding of health and safety legislation and requirements relevant to the school context • Knowledge of administrative systems and working practices
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to be a key team member • Able to follow and implement the school's safeguarding procedures and recognise when to report any concerns • Advanced verbal, written and presentation skills, including the use of appropriate packages where necessary, and evidence of successful and productive liaison with a variety of audiences including colleagues, subordinates, customers, Senior /leadership members / Governors • Ability to plan and prioritise workload to meet conflicting deadlines • Ability to analyse and interpret complex information and solve problems • Excellent ICT skills and ability to use a range of ICT packages • Good negotiation skills in order to negotiate contracts with suppliers • Ability to work independently and act on own initiative. • Ability to cope well with pressure and keep calm in stressful situations. • Use appropriate leadership styles in different situations and appreciate their impact • Ability to motivate and manage personnel – including allocation of tasks, delegation and management of support staff • Able to initiate and manage change and improvement in pursuit of organisational goals • Ability to liaise and communicate effectively with pupils, parents, users and other visitors

	<ul style="list-style-type: none"> • Ability to evaluate staffing and financial information and make recommendations in relation to policy issues • Ability to maintain absolute confidentiality and integrity. • Understanding of promoting positive relationships with the wider community (below in standard text)
Experience:	<ul style="list-style-type: none"> • Successful educational background at Leadership level • Administrative experience in a management capacity, including responsibility for financial and Human Resources matters • Experience of managing staff • Resolution of conflict management in a sensitive manner • Experience in finance including in the development, management and operation of financial management systems. • Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.
Educational:	<ul style="list-style-type: none"> • Diploma in School Business Management desirable, Willingness to undertake study for DSBM qualification. • Substantial school experience • Qualification in administration management • Excellent numeracy and literacy skills
Special Requirements:	<ul style="list-style-type: none"> • An enhanced DBS check will be required. • Understanding and commitment to equal opportunities • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work flexibly, and to attend meetings and INSET days as required

Person Specification reviewed by: Zoe Richards, Headteacher

Date: December 2020