



King's Academy Binfield Person Specification Business Manager

POST: BUSINESS MANAGER			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u> <u>Qualifications</u> First Degree plus a recognised professional qualification in finance, accounting, or business/administration NCSL Certificate/Diploma in School Business Management <u>Knowledge/Experience</u> At least 5 years' experience of strategic senior or middle management gained preferably, although not necessarily, within a school An excellent understanding and at least 5 years' practical experience at a senior level in one or more of the key disciplines (Finance, HR, Business Administration) ideally gained within an educational setting Demonstrable expertise in financial management procedures and the management of large budgets	To demonstrate the necessary levels of academic and business achievement to undertake a senior business management role	Highly desirable	4
	To provide the theoretical context for school business management	Highly desirable	4
	To demonstrate the ability to build, develop and manage teams	Now	5
	To lead teams supporting the business functions of the school	Now	5
	To prepare and monitor budgets and to ensure correct financial procedures are adhered to across the school	Now	5



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Knowledge/experience of facilities management, including Health and Safety	To lead the site management function and line manage the site team	Desirable	4
Experience of managing large and complex projects	To manage a range of special projects as directed by the Head Teacher	Now	4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret a range of complex information	To run reports, analyse data and present information to the Leadership team and Governors	Now	5
Work planning skills (long term planning)	To effectively plan, prioritise and organise the work of the teams for which the post holder is responsible	Now	5
	To undertake long/medium term financial planning		
	To contribute to the strategic vision for the school as a member of SLT and to plan, lead and implement organisational change		
	To manage complex projects		
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			



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Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	<p>To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, Governors, Visitors, outside agencies and contractors etc.)</p> <p>To be an effective ambassador for the school within the local community</p>	Now	5
<u>PHYSICAL SKILLS</u> Highly developed ICT skills	<p>To operate a variety of computer systems and to produce reports, correspondence and documentation</p> <p>To manage the school's IT systems</p>	Now	5
<u>INITIATIVE & INDEPENDENCE</u> Ability to work on own initiative and to organise/prioritise own workload and that of the team	To work independently and to make decisions as a member of the Senior Leadership Team	Ability now	5
<u>PHYSICAL DEMANDS</u> Limited			



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<u>MENTAL DEMANDS</u>			
Ability to concentrate on detailed work for long periods of time	To analyse complex data, produce financial information and work on detailed reports, project briefs etc	Now	5
Ability to deal with conflicting priorities and cope with considerable pressure	To manage interruptions and conflicting demands and to meet deadlines	Now	5
<u>EMOTIONAL DEMANDS</u>			
Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;	Good understanding now	5
Understanding/previous experience of Health and Safety management	To manage the H&S function	Desirable	4



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<u>RESPONSIBILITY FOR SUPERVISION</u> Previous experience of staff management (at a strategic senior or middle management level)	To manage a variety of school support teams including undertaking appraisals and performance management, providing guidance and support, setting priorities and dealing with problems	Now	5
<u>FINANCIAL RESPONSIBILITY</u> Ability to manage large budgets	To plan and prepare budgets and to ensure correct financial procedures are adhered to across the school	Now	5
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Ability/experience in using school computer systems (SIMS, TUCAS etc) and general office systems (MS Word, Excel etc) Ability/experience in asset management	To design and produce documentation and correspondence; maintain financial systems and records; run reports and analyse data To be responsible for the asset register and to oversee repairs and maintenance to equipment	Now Desirable	4 3



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