**APPLICANT INFORMATION PACK**

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| **Bordesley Green Girls’ School & Sixth Form** |
| Image result for twitter icon**Strategic Business Manager**  @BGGS\_Birmingham |
| **13 September 2021** |

**Letter from Headteacher**

13 September 2021

We are delighted you are interested in joining the Senior Leadership Team at Bordesley Green Girls’ School & Sixth Form.

Bordesley Green Girls’ School is a vibrant 11-18 school at the heart of the community. We pride ourselves on providing a truly inclusive education, enabling all students and staff to reach their full potential.

I was privileged to be appointed to lead Bordesley Green Girls' as the Headteacher in September 2020. Having worked at Bordesley Green for ten years, I have built a strong relationship with our students, staff, parents, community and governors and understand what is needed to take the school forward. It is a very special place of work.

At the heart of our philosophy is that every student matters. We care about the progress our girls make and are committed to their success. Each student has access to a broad and balanced curriculum and a wealth of experience and opportunities. We aim for every girl to grow in confidence and knowledge, leaving us prepared for responsible adulthood, becoming future leaders and having a positive impact on the community.

Our teaching and pastoral staff work tirelessly to create an atmosphere where the girls can perform at their best. Our priorities are to develop innovative and inspirational teaching and learning to ensure our girls become effective, independent learners. This approach undoubtedly has led to excellent outcomes both at GCSEs and at Level 3 qualifications.

We believe that school should be a safe, respectful and hardworking environment, in which staff enable the children to recognise their true potential. We celebrate attitudes and attributes – such as resilience, respect, enthusiasm and creativity as well as academic achievements.

Our existing leadership team is very strong. Each member of the leadership team has key roles and responsibilities. However, we work collectively to seek best solutions to improve the life chances of the students in our care. We have made great progress by working together, transparently, flexibly and honestly.

All key stakeholders have a voice and as a school we are approachable and listen to their concerns or thoughts about the school. Community support is a huge strength of the school and we have a growing range of partnerships with universities, colleges and successful businesses.

Our Governing Body has highly esteemed academics on the board as well as finance and safeguarding experience from leading practitioners in their field. Together, the Governors, the Senior Leadership Team and staff all work in harmony to deliver a great education for our students.

We encourage applications from colleagues with a diverse range of skills and experience. We work hard and we celebrate our achievements. We are a school which wants our staff to succeed every bit as much as our students.

Wishing you good luck and we look forward to receiving your application.



**Ms Pritpal Hyare**

**Headteacher**

**STRATEGIC BUSINESS MANAGER**

**Grade 6 (£44,863 - £56,075) Full Salary Range**

**Full Time, Permanent, AYR, 36.5 hours/week**

**Start Date: Immediate**

We are seeking to appoint an outstanding Strategic Business Manager to join our Senior Leadership Team and contribute to the strategic planning and whole school management.

The successful candidate will be appropriately qualified, have experience of Strategic Planning, Financial Management and HR Management within a school setting.

This highly motivated energetic and enthusiastic individual will have the ability to lead, inspire and motivate colleagues, be adaptable with a flexible, ‘hands-on’ approach and a natural project lead.

An applicant information pack and an application form are available on our website at: [www.bordgrng.bham.sch.uk](http://www.bordgrng.bham.sch.uk)

Interested candidates should email their completed application form to [HR@bordgrng.bham.sch.uk](mailto:HR@bordgrng.bham.sch.uk) by the closing date: **12 noon on Friday 24 September 2021**

Shortlisting: w/c 27 September 2021

Interviews to be held: w/c 4 October 2021

If you have not heard from the School within 10 working days of the closing date, please assume that your application has not been shortlisted on this occasion.

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.**

***Bordesley Green Girls’ School and Sixth Form School is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.  An enhanced DBS clearance is required for all successful applicants***



**Our School**

##### Bordesley Green Girls’ School is an 11-18 multicultural, inclusive comprehensive school situated on the eastern side of the City of Birmingham. We have 1016 students on roll, including 380 in the Sixth Form, 62.7 FTE teaching staff and 46.5 FTE support staff.

**Curriculum Arrangements**

Our curriculum aims to provide a broad and balanced experience for all our students.

The curriculum is delivered through the taught curriculum and the enrichment curriculum. Learning happens in lessons, form-time, assemblies, games, educational visits, enrichment and enterprise days, school productions, and community work.

**The Timetable**

The timetable for the school is based on a two-week cycle and comprises of a 25 period week with five periods per day, each period lasts 60 minutes. Lessons can be either single or double periods (usually sixth form lessons).

**Key Stage 3**

Our three year KS3 programme of study ensures that there is no narrowing of the curriculum. Students secure depth of knowledge and skills and are prepared for an inspirational and challenging KS4.

Our provision follows a three year programme at KS3 that delivers the National Curriculum across the subject areas. The Key Stage 3 Core curriculum: All students study English, Mathematics, Science, PE, RE and PSHE. In addition in Year 7 all students are taught Design Technology, Art, Computing, French, Geography, History, PE, RE, Drama, Music and PSHE.

In Year 8 students study two languages: French and one of Arabic, Spanish and Urdu. In Year 9 students study one language.

Students in Year 7 are taught in five mixed-ability form groups. One Year 7 form is organised to enable us to target teaching assistants effectively to support students who need extra help.

Students in Years 8 to 9 are taught in two parallel half-year groups for most subjects, known as ‘X band’ and ‘Y band’. Each band in these years is divided into broad sets, to enable appropriate stretch and challenge.

**Key Stage 4**

The Key Stage 4 Core curriculum: All students study English, Mathematics, Science (Separate or Combined Science), PE, RE and PSHE.

In addition to the core curriculum all students will choose up to four option subjects. At Bordesley Green we encourage most of our students to study the full range of English Baccalaureate subjects: the EBacc entry rate in 2019 was 89%. Most students will study one language from Arabic, French, Spanish or Urdu. In addition, students must choose to study either Geography or History. Students can opt for any combination of a further two subjects at KS4 from Art, Design Technology, Geography, History, Health and Social Care, Music, PE, RE and Computing. Spanish will be offered from September 2021.

In Key stage 4 we teach English and Mathematics at the same time across whole year groups which enables us to set students within 5 different teaching groups.

School follows a 2 week timetable and the number of allocated periods is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Key Stage 3** | | | **Key Stage 4** | |
| **Subject** | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Year 11** |
| English | 7 | 7 | 8 | 8 | 8 |
| Mathematics | 8 | 7 | 7 | 8 | 8 |
| Science | 7 | 7 | 7 | 8/12 | 8/12 |
| Art | 2 | 2 | 2 | Option (4) | Option (4) |
| Drama | 2 | 1 | 2 | Option (4) | Option (4) |
| DT | 3 | 3 | 3 | Option (4) | Option (4) |
| MFL | 3 | 6 | 3 | 4 | 4 |
| Geography | 3 | 3 | 3 | Option (4) | Option (4) |
| History | 3 | 3 | 3 | Option (4) | Option (4) |
| ICT | 2 | 2 | 2 | Option (4) | Option (4) |
| Music | 2 | 2 | 2 | Option (4) | Option (4) |
| RE | 2 | 2 | 3 | 4 | 4 |
| PE | 4 | 3 | 3 | 4 | 4 |
| PSHE | 2 | 2 | 2 | 2 | 2 |
| Business | / | / | / | Option (4) | Option (4) |
| Health & Social | / | / | / | Option (4) | Option (4) |
| Psychology | / | / | / | Option (4) | Option (4) |

**Key Stage 5**

We currently offer a wide range of courses at Bordesley Green Girls’ and are confident that students can choose combinations of courses on which they are most able to succeed.

Students can enrol on 3 different pathways: A Level programme of study over two years, Level 3 BTEC Extended Diploma programme of study over two years, or Level 2 BTEC study over one year alongside retaking GCSE Mathematics and English. Most A Level students will study three A levels, with some more able students taking four A Levels. Enrichment is an important part of our KS5 curriculum: students are able to choose from a range of activities including sports, arts and STEM projects.

For further information about the Curriculum Arrangements, please visit the following link: <http://www.bordgrng.bham.sch.uk/Curriculum/>

A new Curriculum Policy was approved by Governors and implemented from September 2020.

# **Outcomes**

Bordesley Green Girls’ has enjoyed success in its Key Stage 4 and Key Stage 5 examinations. Across most of the headline measures our outcomes have continued to improved year on year. There has been a significant increase in the number of students achieving grades 4+ in Maths & English and 5+ in Maths and English in the past 3 years.

Compared to similar schools across England in 2019 we were ranked 5th highest (DfE school performance tables). The Progress 8 scores have improved and would put us in the significantly above average category.

**Outcomes at Key Stage 4**

* Overall Progress 8 (+0.5) was significantly above the national average and in the highest 20% of all schools in 2019 as well as in 2018.
* The school has been the recipient of SSAT awards year on year particularly for its outcomes at Key Stage 4.
* The EBacc element of Progress 8 (0.7) was significantly above the national average and in the highest 20% of all schools in 2019 as well as in 2018.
* The open element of Progress 8 (0.7) was significantly above the national average and in the highest 20% of all schools in 2019 as well as in 2018.
* Bordesley Green was above the 2019 national figures for 9-4 grades for Maths and English at 66% vs 65% National 2019 in English and Maths.
* The percentage of girls attaining the strong pass, grades 9-5 in Maths and English in 2019 was 41.8%.
* There is no gap between disadvantaged and non-disadvantaged girls.

**Outcomes at Key Stage 5**

* The value-added score for A Levels was 0.11 in 2019 and has been increasing for the past 3 years.
* The value-added score for A levels was significantly above the national average and in the highest 20% in both 2018 and 2019 for disadvantaged learners and for learners with prior attainment grades 4-6.
* The average point score in applied general was in the highest 20% nationally in both 2018 and 2019.
* The value added score for applied general was 0.74 in 2019 and was significantly above the national average and in the highest 20% in both 2018 and 2019.

**Senior Leadership Team**

The roles and responsibilities of our SLT are detailed on our website:

<http://www.bordgrng.bham.sch.uk/Senior-Leadership-Team/>

We currently have some interim arrangements in place which include:

* Interim Assistant Head Teacher responsible for KS5
* Assistant Head Teacher responsible for Quality of Learning

**Sixth Form**

Bordesley Green Girls’ School became an 11-18 school in September 2011 admitting its first sixth form cohort. The sixth form was opened as a consequence of the school’s “high performing” status. The sixth form is housed in a purpose built £6 million build. Applications exceeded places by 50% in the first year.

**Community Links**

A range of after-school and weekend classes for students and the local community are run throughout the year and are coordinated by our internal Lettings Team. We have a group of cleaning staff and lunchtime supervisors who attend weekly English classes run by one of our senior lunchtime supervisors.

The School Sports Hall is open each evening and on Saturday mornings for use by the community. Many local clubs and associations provide a wide variety of activities including; football, badminton, netball and dance.

Bordesley Green Girls’ sees itself as an important part of the wider community; it has established a wide variety of links both with business and educational establishments.

**Links with Parents**

Good channels of communication that enable two-way passage of information and opinion are vital in our aim of raising achievement. We have well-established mechanisms for consultation and a strong track record of implementing advice.

In addition to annual parent consultation evenings, there is a target-setting day where parents/carers and students have an appointment to discuss progress and set targets.

**Overview of the Special Educational Needs Provision**

Our staff include a SENCO, an Assistant SENCO, a HLTA with responsibility for EAL and 9 Teaching Assistants.

We have 138 students on the school SEND register, 29 of those with Education and Health Care Plans. The needs of the students are diverse ranging from dyslexia, MLD, physical disabilities and Autism.

The students are supported in class and through targeted, monitored interventions. Our students benefit from interventions such as daily phonics, reciprocal reading, inference and social skills support. We offer bespoke support for students according to their needs and work in partnership with parents and outside agencies. We have excellent relationships with the Local Authority advisory services: Pupil and School Support, Sensory Support, Physical Disabilities Team, Communication and Autism and Education al Psychology. We also commission a visiting Speech and Language Therapist.

We have a very popular Inclusion base which students visit during unstructured times of the day and take part in social activities including art and crafts.

**The Hearing Resource Base (HRB)**

The school has a SEND resource base for the hearing-impaired students named the HRB with a staff of: 2 full time and 2 part time Teachers of the Deaf and 2 full time Teaching Assistants.

We currently have 12 deaf students from year 7-12. All students have a severe to profound hearing loss and the majority have cochlear implant processors, with only three who use hearing aids. All students use the radio aid system in class to communicate with mainstream staff and use speech or British Sign Language.

HRB students receive in class support from both Teachers of the Deaf and Teaching Assistants. Students may be withdrawn to the HRB for specialist pre/post tutoring, subject based interventions and speech and language developmental work. Students also have PSHE based interventions. The majority of the students in Year 7-11 travel to school via educational transport.

For further information please look at our HRB page on the school website, which will give you further details about our provision. We have also produced an in-depth video of our day to day running of the HRB. http://www.bordgrng.bham.sch.uk/Video-about-the-HRB

**International Links**

BGGS was successful in its application for funding from the British Council, as part of the International Exchanges for Schools Programme.  A preparatory visit has been completed and has been invaluable to build a sustainable project with our Indonesian partner- the Global Islamic School 2, who we had planned to visit last summer.

The International Links Co-ordinator met with key figures from both the British Council and our partner school, to enable the planning process to begin.  Together we have developed a rationale for our projects, where diversity and multicultural understanding are the platform.

Projects are taking shape in the following areas:  Leadership: School Councils leading on the same whole-school eco-initiative; Multicultural Understanding: Being a Muslim in Birmingham/Jakarta; Resilience: Learning Traditional Sports from both countries; and CPD: UK led Maths Mastery.

**Awards and Recognition**

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JOB DESCRIPTION

**POSITION: Strategic Business Manager**

**GRADE:** 6 **PAY RANGE:** SpinalPoint 41 - 49

# **JOB PURPOSE:**

# The Strategic Business Manager is the school’s leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure the school meets its educational aims, whist creating the best possible learning environment for our students.

# The role holder will contribute to the strategic planning and whole school management within the Senior Leadership Team, by leading and managing support / resource functions across the school, in particular, support staff, finance, exams, human resources, premises, health and safety, contracts, service level agreements, administrative functions ensuring efficiency, best value and sustainability across the school.

**STRATEGIC OVERVIEW**:

The Strategic Business Manager will report directly to the Headteacher and will be a full member of the SLT, working to build a shared vision of excellence and high standards.

* + To ensure that all resources are deployed effectively.
  + To lead on strategic planning, focussing on financial implications and future proofing to ensure that the school makes the best possible use of resources.
  + To be responsible for the strategic direction and disciplines of Finance, Human Resources, ICT, Administration, Exams and Site.
  + To ensure that the safeguarding and health & safety of staff, students and visitors is at the of forefront of everything we do.
  + To be responsible for effective ‘risk management’ for example, health and safety, financial risk assessment and the management of third-party service contracts.
  + To promote the highest standards of business ethos across the support staff and strategically ensuring the effective use of resources in supporting the school’s learning objectives.
  + To provide professional leadership and management of support staff in collaboration with their line manager to enhance their effectiveness to bring about higher standards of learning and achievement in school.
  + To provide up to date and specialist advice to SLT and the Governing Body to inform and support collective decisions on policy and service delivery issues.
  + To contribute to the self-evaluation and development planning process in school and ensure that all developments are fully costed and budgeted for.
  + Contribute to the operational management of the school and support the Headteacher and SLT in forming and developing the improvement strategy.
  + To understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.
  + To manage all aspects of school business management in a sustainable and eco-friendly manner.
  + To have overall responsibility for Data Protection at school and lead on GDPR.

# **SPECIFIC RESPONSIBILITIES:**

# **Financial Management**

* + To line manage the schools Finance Manager ensuring robust and effective systems of financial management and compliance with the School Financial Value Standard (SFVS).
  + To oversee the implementation of the financial strategy ensuring financial compliance.
  + To lead in the development of the schools financial strategy, ensuring the schools finances are effectively developed and maintained in line with the schools vision and within the needs of the School Development Plan.
  + To ensure the accurate management of the School’s budget on a regular basis, jointly undertaking careful budget monitoring and spot checks on financial matters, as appropriate. This involves ensuring that financial tasks undertaken by all members of staff are in accordance with agreed financial procedures and to the expected level.
  + To advise the Headteacher and Governing Body on financial policy, preparing appraisals for specific projects and to forecast future budgets based on the schools estimated funding and trends in expenditure to facilitate long term financial strategy.
  + To actively monitor and control performance to achieve value for money, identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
  + To ensure that the School’s financial management delivers ‘best value’ for money.
  + To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the Headteacher and Governing Body accordingly.
  + To annually produce income and expenditure projections for the purposes of strategic planning.
  + To monitor and report on pupil places, Free School Meals take-up and pupil premium figures to secure maximum income to the school.
  + To maximise income generation including seeking sponsorship within the ethos of the school and to be the point of contact with regard to grant applications.
  + To ensure robust management of the school’s own banking and cashflow arrangements in accordance with delegated responsibilities.
  + To receive highly complex and sensitive financial information and manage the presentation and dissemination of such information.
  + To lead in planning and developing the business potential of the School, being proactive in seeking new ways for the School to enhance its finances via potential external sources of funding.
  + To be responsible for developing, implementing and overseeing income generating schemes, having regard for other priorities in the School.
  + To ensure projects are appropriately costed, resourced and managed.

# **HR Management**

* + To line manage the HR Manager ensuring robust and effective HR systems are compliant with all Local Authority policies and procedures adopted by the school e.g. Safer recruitment
  + Be aware of safeguarding and promote the welfare of students and report any concerns in accordance with the schools safeguarding policies.
  + To strategically provide a professional, efficient, confidential, and proactive HR Support Service to the Headteacher.
  + To manage and advise on complex HR processes.
  + To monitor and audit the school’s Single Central Record.
  + To manage the professional development and lead on appraisal for all support staff.
  + To have oversight of staff contracts, maternity / paternity arrangements including recruitment.
  + To oversee compliance with Safer Recruitment.
  + To develop and embed policies and procedure to ensure all relevant HR matters are fully recorded and documented in order to attain full legal and ‘best practice’ compliance.
  + To advise the Headteacher on employment law.
  + To lead on employee disputes such as Employment Tribunal claims and negligence claims under advice from Schools HR and Legal Services.
  + To ensure that HR matters are dealt with in accordance with best practice in order to be legally compliant and facilitate satisfactory resolution at any employment Tribunal.
  + To support line managers so that they are confident in managing staffing issues and recognise when HR problems should be escalated.
  + To ensure the Managing Attendance Procedure is adhered to and informal and formal actions are undertaken.
  + To formulate, monitor and implement the school’s Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other relevant legislation.

# **Site Management**

* + To line manage the schools Site Manager ensuring the Health and Safety of staff, students and visitors.
  + To ensure that Health & Safety planning is fully implemented, and the school is compliant on all health and safety matters.
  + To ensure the development and maintenance of a 3-5 year costed develop programme whilst ensuring value for money.
  + To arrange specifications and manage any new build projects, obtaining tenders, obtaining planning permission and liaising with building contractors and architects.
  + To manage the tender process for both catering and cleaning contracts.
  + To have oversight of all other site related contracts.
  + To oversee the management of security for the whole site.
  + To manage the letting of school premises to outside organisations and the development of extended school activities with particular reference to the local community. Ensuring compliance with the school Letting Policy and the No Platform Policy.
  + To monitor, evaluate and review the school’s Health & Safety policy so that the school’s written health & safety policy statement is clearly communicated and available to all.
  + To ensure that there is as consistent compliance across the site with health and safety.
  + To ensure that the Finance Manager is managing health and safety records e.g. serious incident reports, maintenance reports and associated records are maintained.
  + To lead and manage the Health and Safety Group meetings.
  + To ensure regular health and safety meetings are undertaken with the Site Manager to monitor annual maintenance and checks, ensuring all relevant parties are aware of their responsibilities associated timescales.
  + To regularly review the asbestos survey register, property-logbooks, fire register leading to full legal compliance.
  + To oversee fire and other safety evacuations and the production of emergency plans, in close conjunction with both the Site Manager and Headteacher.
  + To be e responsible for updating the schools Business Continuity Plan. This includes risk management and plans in the case of a disaster / emergency.
  + To ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher weekly and the Governing Body on a termly basis. Also reporting to the Health & Safety Executive where applicable.
  + To ensure projects are appropriately costed, resourced and managed.
  + To maximise additional funding streams to support site improvements including capital grant funding, local and national grants to assist in the delivery of the infrastructure plan.
  + To be the school lead for Educational Visits.

# **ICT**

* + To line manage the ICT Operations Managers overseeing systems, processes and day-to-day duties so that the team provides quality support to teaching and learning and the administration functions of the school.
  + To ensure the effective strategic development and management of the schools ICT infrastructure.
  + To lead on all aspects of Internet Safety working with the Headteacher and Deputy Headteacher with responsibility for Safeguarding.
  + To ensure training provision to meet the changing needs within an e-learning and e-management environment.

## To advise the Headteacher, Senior Leadership Team (SLT) and Governors on matters relating to ICT budgets.

* + To ensure that ICT budgets for future financial years are created and that they demonstrate best value in conjunction with the ICT Operations Manager.
  + To oversee funds to support the ICT Infrastructure for the current financial year.

# **Procurement**

* To manage contract services such as catering and cleaning.
* To secure bid-based competitive funds by effective use of bidding systems and contacts.
* To seek professional advice on insurance and advise the Governing Body on the appropriate insurances for the school, thereafter implementing the approved insurances.
* To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
* To purchase either directly or indirectly the school’s energy supplies.

# **Policies**

* + To work with SLT, and other key staff to implement and maintain policies, relevant to the areas of responsibility. In particular, have direct responsibility for: Health and Safety Policy; Risk Register; Business Continuity Plan; Pay Policy; and Lockdown Procedures.
  + To ensure the LEA’s HR Policies are adopted by the Governing Body and abided by.
  + To support the Finance Manager, Site Manager and HR Manager with the production of the policies.
  + To lead on the school’s Complaints Policy.

**7. Corporate Marketing**

* + To lead on the marketing of the school, promoting the school to different audiences and raising the scgool’s profile within the local community.
  + To optimise the school’s online presence through a range of effective strategies, incorporating the use of quality photos, the school website and VLE, promotional materials, events, social media and mobile apps for the school.

# This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

# The Job Description may be subject to review and/or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

# **REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

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Signature of Headteacher Signature of Post Holder

Date……………………………………………..

**The school operates a safer recruitment process. Appointment to the post will be subject to suitable references and an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**PERSON SPECIFICATION**

**Job Title:** Strategic Business Manager

**Grade:** GR6

**Method of Assessment (M.O.A.)**

A.F = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| **CRITERIA** | **ESSENTIAL** | **MOA** |
| --- | --- | --- |
| **EXPERIENCE**  (Relevant work and other experience) | Significant relevant experience  Previous experience of supervising staff  Financial management experience in an educational setting  Ability to work to tight deadlines  Administrative experience in an educational setting  Experience of line management responsibility, including appraisal of designated staff  Experience of using data input systems  Experience of project management, preferably across a number of sites  Experience of using purchasing systems  Experience of child protection procedures and commitment to safeguarding pupils | AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1 |
| **SKILLS AND ABILITIES**  (eg Written communication skills, dealing with the public) | The ability to manage and monitor the school budget both on a strategic and day to day level  The ability to lead, organise and motivate a team  The experience and ability to deal positively with staff, children and parents  Effective time management skills  Effective use of ICT  Effective communication, written and oral, to include the ability to write comprehensive reports for a range of audiences  Effective problem-solving skills  The ability to think strategically  The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others  Good interpersonal skills  Good organisational skills  Ability to present straight forward reports  The ability to work on own initiative and make decisions  Ability to work under pressure  Ability to develop good working relationships with staff, pupils, visitors and all users of the school site  Ability to work without supervision  The ability to support colleagues  To be flexible, positive, dedicated and trustworthy  To be loyal and committed to the school  An ability to establish and develop positive relationships throughout the school | AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1  AF/1 |
| **TRAINING** | Willingness to undertake further training as appropriate | AF/1 |
| **EDUCATION/**  **QUALIFICATIONS**  **NB Full regard must be paid to overseas qualifications** | Good standard of literacy and numeracy  Level 4 Diploma in School Business Management (formerly known as CSBM) or equivalent | AF/1  AF/1 |
| **OTHER** | Ability to demonstrate commitment to Equal Opportunities  Willingness to work school holidays  Enhanced DBS check will be undertaken | AF/1  AF/1  AF/I |