



***The* KING DAVID HIGH SCHOOL**

**SCHOOL BUSINESS MANAGER
APPLICATION PACK**

JOB DESCRIPTION

School Business Manager

INTRODUCTION TO KING DAVID HIGH SCHOOL

King David High School is a school in which our students come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive, caring inclusive environment.

Our trust recruit, retain and develop the highest quality staff in order to deliver the best educational outcomes – and be the employer of choice.

ABOUT THE ROLE

The School Business Manager (SBM) role at the King David Academy Trust offers a fascinating blend of strategic and operational responsibility. The role combines vision and delivery, shared responsibility alongside accountability and communication, together with engaging with all stakeholders.

The overall purpose of this post is to provide advice to the Trust Board of directors and leadership in all financial, Business and Operational matters across the Trust and its school.

This role is an integral part of the leadership of the Trust and its school and the main aspects of this role are:

- To provide high quality strategic financial planning to ensure the Trust makes best possible use of its resources and is able to provide the best outcomes for its students. To lead on all matters relating to Finance, Business Operations, HR/Personnel, Estates and Facilities Management for the Trust and the school.
- To lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the Trust and school. To provide effective and efficient financial, personnel and facilities management advice and guidance.

Main Responsibility

The SBM is an employee of King David Academy Trust and is required to carry out his/her professional duties in accordance with the Instrument of Governance and within the Trust's Terms and Conditions Document and relevant employment Legislation.

The SBM of the Trust and its school will be responsible and accountable to the Executive Headteacher and support him in leading the trust to achieve its vision and fulfill its mission to secure and successfully position King David Academy as the trust of choice for both students and staff.

To be successful in this role you will need to have the ability to provide inspirational, dynamic and forward-thinking leadership, consistent with the values and ethos of the Trust. The SBM will also be accountable and take responsibility for the performance of all support staff and delegated financial responsibility within the Trust and School.

JOB DESCRIPTION

School Business Manager

Responsible to: The Executive Headteacher and Board

Salary Grade and Scale:

Grade: 8/9/10

Scale Point range: 32 - 43

Location and working hours:

Location: King David High School

Hours: 37 per week – All Year Round

Contractual Responsibilities:

The post holder will be employed by Kind David Academy Trust.

Working Relationships (both internal and external):

Internally:

Directors and Trustees of King David Trust, all staff, Leadership, Chairs of Governors and other Academy and Trust colleagues.

Externally:

DfE/ESFA, Local Authority staff, external auditors, internal audit, payroll and other external advisers, suppliers and contractors.

Principal Responsibilities:

The Trust and School SBM will be the Principal Finance Officer (PFO) for the Trust and as such support the Executive Headteacher in performing his role as Accounting Officer, ensuring that the Trust and School operates good financial governance in line with the requirements of the Academies Financial Handbook manual.

The post holder will have lead responsibility in the following areas:

- Finance
- Procurement
- Business Development
- Human Resources
- Legal Issues
- Compliance
- Estates Management
- Health & Safety
- IT and Information Management
- Company Secretary

ALTHOUGH THE SCHOOL BUSINESS MANAGER WILL LEAD IN THE ABOVE AREAS HE/SHE WILL BE SUPPORTED BY A RANGE OF PROFESSIONAL ADVISERS, SERVICE PROVIDERS AND STAFF AT THE TRUST AND SCHOOL TO ENABLE THEM TO CARRY OUT THE DUTIES AND ADVISE THE SCHOOL AND BOARD ON THESE MATTERS.

Purpose of the Role:

To provide support to the finance, business and operations function of the Trust and School. To assist with all aspects of development and effective operation of financial systems and procedures. To assist in budget setting and monitoring, departmental budget, costing activities and development of budget profiles. To be functionally responsible for those services which ensure the effective operations of the Academy.

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Principal Tasks:

General

- To work closely with the Board of Trustees and the school's Senior Leadership Teams
- To develop effective relationships with staff, pupils, parents, trustees, governors, local businesses, stakeholders
- To work closely with the Office Manager/Finance Managers at Trust/School level
- To work closely with the administrative teams, premises teams and the wider school staff
- Any other duties required that are commensurate with the grading of the post

Finance Management

- Provide high quality financial advice and guidance to the Board and its Trustees, Executive Headteacher, budget holders and the Academy Senior Leadership Team
- Preparation and implementation of financial forecasts, business plans, management reports and returns, etc., to ensure the strategic development of the academy, and long-term sustainability of the budget.
- Update, monitor and maintain the Trust and School's financial procedures and standing orders, ensuring staff comply with them and that they are compliant with the Trust's own policies and procedures, advising the Executive Headteacher and Chair of Finance Committee of any potential breaches or non-compliance across the academy.
- Conduct reviews and evaluations of cost reduction opportunities and regularly monitor Trust and School contracts and service level agreements to ensure value for money is achieved.
- Provide high quality financial advice and guidance to the Executive Headteacher, Board of Trustees, budget holders and the Senior Leadership Team.
- The monitoring of all budgets (Trust & School) and the production of regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with Trust's financial regulations and public procurement regulations at all times.
- The preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Trust and School's long-term sustainability of the budgets;
- Ensuring that the Finance Systems reflect the latest accurate position, month end close and finalisation of management reports are made in a timely and accurate manner
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust; and School and
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.

Financial accounting and reporting

- Produce annual financial statements, prepare audit files and liaise with external and internal auditors
- Produce accurate financial reports to tight deadlines, including the reconciliations necessary to support the monthly management accounts
- Ensure the Academy remains compliant with VAT requirements including monitoring the academy's VAT status and ensuring VAT returns are submitted in line with HMRC guidelines' and those of the Trust
- Observe month end procedures and contribute to their on-going development
- Ensure that monthly payroll journals are processed in line with month end procedures
- Ensure that the relevant accounting standards are appropriately applied in the production of the monthly and annual accounts
- Monitor and update the Trust and School's fixed asset register, including additions, disposals, transfers and depreciation charges.

JOB DESCRIPTION

School Business Manager

- Attend and present financial management reports, budgets to Local Governing Body meetings (including Sub-committee meetings)

Treasury Management

- Attend and present financial management reports, budgets to Local Governing Body meetings (including Sub-committee meetings)
- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust.

Audit and Compliance

- Co-ordinate the external and internal audit teams, ensuring that all work is undertaken in order to meet Governance and statutory requirements.
- Ensure robust financial controls are in place within the Trust and School.

Payroll Operations

- Be available to support Trust/School based colleagues with the preparation, management and maintenance of the payroll function and hence provide an efficient and effective payroll service which is locally managed in order to meet the needs of the Trust /School.
- Be responsible for the required audits associated with payroll e.g. TPS audit
- Ensure that all internal and external returns are made on time.
- Ensure robust check and reconciliations are in place to make payroll run

Strategic Role

- To provide strategic vision and leadership across all non educational functions of the Trust and School
- To develop a Trust and School Business Plan
- Contribute to the overall marketing strategy for the Trust and school.
- Leading with the development and maintenance of all Trust and School policies ensuring compliance with all relevant statutory requirements.
- Leading on the development and operation of Finance Policies and Procedures.
- Leading on the development and operation of Human Resources Policies and Procedures.
- Ensuring compliance with all relevant employment law.
- Providing appropriate advice to allow the Trust to understand and enter into contracts for services.
- Overseeing all contracts for the Trust and School to include Cleaning, Catering, Grounds maintenance etc.
- Advising the Trust Governors on Insurance requirements and produce such response and information as required.
- To ensure all statutory reporting on behalf of the Trust is accurate and timely.
- To ensure the Trust complies with statutory requirements such as Data Protection and the Freedom of Information Act.
- To be the lead for the Trust and School in all matters relating to Health and Safety and ensuring compliance with all relevant legislation.
- To support recruitment of all staff.
- To support Governors on all aspects of Academy return requirements.
- To line manage all staff within the administrative teams and premises teams within school.
- To line manage the Finance Manager/Support Staff.
- To proactively and effectively provide information, training and support to the teams of non class based support staff.
- To identify potential sources of Income and maximise income generation.

JOB DESCRIPTION

School Business Manager

Finance

For the Trust

- To develop and oversee all financial policies and procedures to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
- To work closely the Executive Headteacher, Office and Finance Managers to ensure Finance Policies and Procedures are complied with.
- To prepare school budgets working with the Executive Headteacher, SLT, Finance Managers, Trustees and governors in line with the School Development Plans.
- To prepare and submit all financial returns e.g. AAR, Budgets etc.
- To ensure appropriate audit and responsible officer reports are carried out for the Trust and School
- To ensure follow up on any recommendations from Internal or External Audit Reports.
- To ensure any tax obligations are discharged correctly and effectively.
- To ensure that the Trust and School are fully prepared to meet DfE, ESFA and OFSTED financial criteria.
- To liaise with relevant government agencies as required.
- To monitor all costs to ensure Trust and School are on budget, making any recommendations to the Governors/Trustees as required.

For the School

- Act as first point of contact on financial procedures from school staff.
- Ensure the accurate maintenance of all school accounts including school fund, petty cash and the main school bank account.
- Maintain all systems for the proper collection, checking and banking of cash or any other income.
- Reconcile the payroll monthly to the budget, reporting any variances to the Executive Headteacher as appropriate.
- Prepare the annual budget.
- Monitor expenditure to ensure budgetary control highlighting any under/overspends to the Executive Headteacher as appropriate.
- Complete Month End procedures and Produce timely monthly Financial Monitoring Reports in line with the School Finance Policy

For the TRUST/SCHOOL

- As Principal Finance Officer be the main point of contact on finance matters with the ESFA and provider of financial and commercial advice to the Board
- Ensure that good financial governance operates in line with the requirements of the academies finance manual – in particular regularity, propriety and the achievement of good value for money
- Overall responsibility for accounting policies, financial regulations and ensuring that financial systems operate with sound financial controls across King David High School and the Trust
- With support from professional advisers, co-ordination and completion of annual report and accounts for both the Trust and School in accordance with ESFA guidance
- Development of Trust / School long term financial plans to ensure financial viability
- Leadership and co-ordination of the annual budget setting processes working with the Trust management accounting providers
- Monitoring the financial performance of the School within the Trust
- Working with the School to ensure that plans and actions are agreed where significant variations from financial plans and budgets arise

JOB DESCRIPTION

School Business Manager

- Using information provided by the Trust's management accounting providers produce regular reports to the Board of the consolidated financial position for both the Trust and School.
- Report to the Board on cash flow and agree suitable treasury management/investment approaches
- Liaison with external auditors to ensure that agreed audit recommendations are implemented
- Ensuring that the Trust and its School have adequate and effective insurance policies in place and that claims are being dealt with in a timely manner
- Management of the Trust payroll provider contract
- Monthly/Termly meetings with each Finance Manager
- Monthly/Termly meetings with the Executive Headteacher
- Weekly/Monthly meetings with Trust Chair of Finance Committee.

Operational Management (Inclusive of Buildings & Estates)

- To oversee the estates manager ensuring that there is efficient and effective site management across all areas liaising with the Trust as appropriate, so that all 3 areas of health and safety relating to the buildings and Estates function meet statutory requirements.
- To oversee the analysis of health and safety data, preparing high level reports and strategic decisions with key members of the Trust from any emerging patterns including first aid
- To have an overview of both responsive and planned building maintenance and other building projects. This would include ensuring that the site manager (or other responsible persons), are able to liaise with contractors, organizing and checking on work and ensuring appropriate health and safety is in place.
- To ensure that there is an overview of repairs and maintenance systems and a clear capital spending plan in place
- To oversee the management of the site security systems, such as the CCTV, ensuring that all GDPR regulations are adhered to
- With the estates manager/Site Manager, carry out regular checks and inspections of the estates and buildings which cover both health and safety and visual checks, so that the buildings and estates are kept to the highest standards
- To have an oversight of the evacuation and lockdown procedures, ensuring that there are systems in place, which make sure that these are kept up to date
- To liaise with the senior leadership team member responsible for the overview of ICT, to ensure that the ICT infrastructure is in place to deliver the needs of the Trust and School
- To ensure that there are regular checks of each department, working with the Head of Department and Senior Leader Link to ensure that all health and safety measures are both in place and are complied with. In particular this includes areas of the curriculum such as PE, Dance, Science and Design Technology
- To be the official point of contact for any visit from an EHO or HSE or others.
- To have an oversight of first aid and reporting
- To ensure a high-quality reprographics for the academy, guaranteeing value for money and cost effectiveness

Procurement

- Working with the Office and Finance Managers to achieve better value for money by rationalising and procuring goods and services within King David Academy Trust and its School.

JOB DESCRIPTION

School Business Manager

Personnel Role For the Trust

- To develop and oversee all Human Resources policies and procedures.
- To support recruitment within the Trust and its school.
- To ensure robust arrangements are in place for payroll and all associated paperwork.
- To produce all paperwork relating to HR (Trust/School) including contracts, payroll, recruitment etc.

HR, Legal & Line Management

- To be the principal provider of advice to the Trust Board on HR and legal issues
- Lead in the development of HR strategy and all Trust employee related policies
- Procure and manage the HR and legal advisory service contracts for the Trust to ensure that directors, Executive Headteacher, Senior Leaders and Teachers have access to appropriate professional advice on Human Resources and legal issues.
- Appraisal, Supervision and Performance Management of Trust and School Finance, Office and Estates Managers and
- Line Management of all non-classroom based staff
- Training and Supporting the Finance Managers/ Office Manager in Supervision and Performance Management
- Supporting the, Board of Trustees and Executive Headteachers in relation to the following procedures:
 - Grievance
 - Disciplinary
 - Health Related Absence
 - Maternity/Paternity
 - Data Protection
 - Any other areas as and when required

Business Development

- Working with the Executive Headteacher and Directors in developing the business plans for the growth of King David Academy Trust
- Working with the Executive Headteacher in the promotion of the benefits of joining King David Academy Trust to other schools

Leadership and Management

- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff
- Actively promote the School, Trust and its services, and take a leading role where necessary and appropriate.
- The post holder may be responsible for the line management of the finance staff, office and site team in school
- The post holder may be responsible for the line management of the finance staff within the Trust/School and to provide bespoke training to Trust finance administrators and others Safeguarding, Equality & Diversity and Health & Safety
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisation statements, procedures and reports including any:
 - incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

JOB DESCRIPTION

School Business Manager

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of students for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisation statements and procedures, report any
 - incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Premises and Estates Management

- To be the principal provider of advice to the Trust Board on estates and property issues
- Ensure that there is a strategic programme of maintenance and improvements to each of the premises.
- Ensure that the Trust and its School have access to expert property management advice, to enable premises to be safe and fit for purpose, for the effective delivery of education
- Ensure that arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, plant and vehicles.

For the Trust

- To oversee records of Statutory checks and services as required ensuring that all contracts are in place and checks carried out accordingly
- To co-ordinate a strategic plan of maintenance, repair and improvement
- To oversee the Fixed Asset Register and Equipment Register in line with the schools Finance Policy.
- To support the Governors with the termly Health and Safety walk around in school and follow up on any action points.

For The Schools

- To maintain records of Statutory checks and services.
- To work with the Caretaker(s) to co-ordinate a programme of maintenance, repair and improvement.
- To ensure there is an up to date Fixed Asset Register and Equipment Register in line with the schools Finance Policy.

Health & Safety

- To be the principal provider of advice to the Trust Board and Executive Headteacher on health and safety issues
- To develop and maintain Trust and School:
 - Fire Risk Assessment(s)
 - Health and Safety Policy and related documents
 - Risk Register
- Ensure that staff get the necessary access to advice, guidance and training on Health and Safety issues
- Ensure that effective procedures operate in School for reporting of accidents and near misses; and
- Ensure that monitoring procedures are in place to reassure the Board that the Health and Safety policy and procedures are up to date and being followed.

IT

- To lead in the development of the IT strategy in support of the education and operational needs of Trust and its School.
- To procure and manage contracts for the provision of IT infrastructure, systems and licences
- To act as the Trust lead for Data Protection and Freedom of Information issues

JOB DESCRIPTION

School Business Manager

Other

- Supporting the Board in the systematic review of risks by development and maintenance of the Trust and School risk registers and ensuring school has business continuity plans in place
- Ensure that Trust wide licenses and registrations are maintained
- Attendance at Trust Board and sub-committee meetings as and when required

THE CURRENT MAIN DUTIES AND RESPONSIBILITIES OF THIS POST ARE OUTLINED IN THIS JOB DESCRIPTION. THE LIST IS NOT INTENDED TO BE EXHAUSTIVE. THE NEED FOR FLEXIBILITY, SHARED ACCOUNTABILITY AND TEAM WORKING IS REQUIRED. THE POST-HOLDER IS EXPECTED TO CARRY OUT ANY OTHER RELATED DUTIES THAT ARE WITHIN THE EMPLOYEE'S SKILLS AND ABILITIES, COMMENSURATE WITH THE POST'S BANDING AND WHENEVER REASONABLY INSTRUCTED.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes, that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Relevant Qualifications and Experience required:

Essential:

Educated to Degree Level or higher

Membership of Association of Accounting Technicians and Associate Member CIPD are the minimum qualification requirement

Desirable:

Although a CCAB accountancy qualification is desirable. The candidate must be able to demonstrate experience of working in Financial, Business, HR and Management, in a relatively complex organisation and ideally within the education sector.

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Person Specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting will be carried out on the basis of how well candidates meet the requirements of the person specification. Candidates should refer to these requirements when completing the application. Short-listed candidates will be involved in a variety of assessment activities directly related to the person specification that will form an evidence base.

The candidate must be able to demonstrate experience of working in financial, business and HR management in a relatively complex organisation and ideally within the education sector.

Membership of Association of Accounting Technicians and Associate Member CIPD are the minimum qualification requirement, although a CCAB accountancy qualification is desirable.

For the right candidate the Trust would seek to support efforts to obtain a recognised relevant qualification within a reasonable timescale aligned to the operational needs of the Trust.

The King David Academy Trust is committed to safeguarding children and young people and promoting their welfare. All staff are expected to share this commitment. Applicants must be willing to undertake an enhanced disclosure from the Disclosure and Barring Service. Any offer of employment is subject to the receipt of a satisfactory DBS check and appropriate references.

Key to Method of Assessment

- A Application
- I Interview
- AS Assessment
- R Reference
- C Certificate

JOB DESCRIPTION

School Business Manager

Person Specification

Attributes	Essential	Desirable	Application/ Interview/ Assessment
KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE			
• Educated to degree level or higher with experience of working at managerial level	•		A C I
• Qualification or equivalent experience in a relevant discipline. NVQ level 4, Degree, Masters or equivalent qualification	•		A C I
• School Business Manager specific qualification i.e. CSBM, DSBM, ADSBM or MSc School Business Management or willing to work toward the qualification (i.e.. <i>Degree in business, finance, management or administration related discipline</i>)		•	A C I
• Appropriate Professional Qualification (i.e. ACCA / CIMA) Membership of Association of Accounting Technicians and Associate Member CIPD (or higher)	•		A C
• Professional accountancy or other recognised business management qualification		•	A I C
• Professional qualification in school business management: Level 4 Diploma in School Business Management (formerly CSBM): Level 5 Diploma in School Business Management (formerly DSBM): Level 6 Diploma in School Business Management (formerly ADSBM)		•	A I
• 5 GCSEs at level A-C including English and Maths	•		
• Successful experience of working in a school business manager role in primary and secondary education	•		A I
• Experience of operating within an education or service sector environment, academies and schools	•		A I
• IOSH Managing Safety in Schools certificate		•	A C I
• A thorough understanding of health, safety and security issues in schools	•		A I
• Experience of office Administration and organisation	•		A I
• Knowledge and understanding of academy compliance and school company and charity law compliance	•		A I
• Degree in business, finance, management or administration related discipline	•		A I
• Experience of managing strategic plans, managing budgets and financial reporting			
• Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development	•		A I
• Experience of Academy Trust or group accounting	•		A I
• Experience of Integrated Accounting software procedures including business planning and investment appraisal software	•		A I
• Managing Human Resources	•		A C I
• Line management experience including appraisals, staff development and training	•		A I
• Experience of facilities management		•	A I
• Experience and ability to lead and manage and developing staff teams effectively	•		A I
• Experience of making sound judgements in relation to 'best value' practice	•		A I
• Safer recruitment training	•		A C I
• Awareness of school website requirements	•		A I
• Experience and ability to lead and manage a team effectively	•		A I
• First Aid certificate		•	A C I
• Ability to lead and manage the work and outcomes of other people as well as working in a team	•		A C I

Attributes	Essential	Desirable	Application/ Interview/ Assessment
• Ability to prioritise own workload with conflicting deadlines whilst maintaining a high level of accuracy and attention to detail	•		A AS I
• Ability to problem solve and create innovative solutions	•		A AS I
• Possess effective and efficient organisational skills	•		A AS I
• Possess excellent communication skills – written and verbal	•		A AS I
• Ability to work under pressure and to meet specified deadlines	•		A AS I
• Possess excellent IT skills with a good, sound knowledge and ability to use software packages, e.g. Excel, Word, Office 365 or Outlook, Publisher, PowerPoint, databases	•		A I
• Experience of contributing to the senior management team/ leadership team of an organisation.	•		A I
• Experience of leading the budgetary management and control within an organisation.	•		A AS I
• Knowledge and experience of a variety of financial management systems.	•		A I
• Experience of Human Resource Management.	•		A C I
• Understanding of school management issues, including the role of a Governing Body/Trustees.	•		A I
• Evidence of Continuing Professional Development.	•		A C I
• Experience of line-managing a group of staff.	•		A I
• Experience of working in an Academy Trust school		•	A I
• An understanding, and preferably experience, of schools or education finance.	•		A I
• A knowledge of Financial Management Standards in Schools (HCSS, FMSiS, PSFinancials)	•		A I
• An understanding of the Academies' agenda and financial procedures.	•		A I
• An awareness and understanding of key issues in relation to procurement, contracts, risk assessment, health and safety and traded service to schools.		•	A I
• Experience of working with young people within the community or a school setting.		•	A I
• Excellent ICT skills	•		A I
• Experience at a senior level in an administrative environment.	•		A I
• Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups.	•		A I
• Experience of managing and motivating staff.	•		A I
• A thorough understanding of all aspects relating to Human Resources/ Personnel, with the ability to advise the Executive Headteacher and Trustees on appropriate courses of action.	•		A I
SKILLS AND ABILITIES			
• Evidence of working in an environment where experiences included taking initiative and self-motivation as well as team work	•		A I
• Good and current knowledge of academy governance legislation	•		A I
• Up to date knowledge of financial standards and legislation and health and safety regulations	•		I
• Knowledge of Equal Opportunities and Human Rights legislation	•		A I
• Knowledge of Data Protection legislation	•		A I
• Developing and maintaining contacts		•	A I
• Excellent organisation and strategic skills	•		A I
• Excellent leadership, communication (oral and written) and interpersonal skills	•		A I

Attributes	Essential	Desirable	Application/ Interview/ Assessment
• An understanding of operational matters including site and catering	•		A I
• Proven track record of building strong personal relationships and credibility at senior level across all internal functions	•		A I
• Good listening, oral and literacy skills;	•		A I
• Strong organisational skills and record keeping	•		A I
• Ability to lead teams and prioritise work	•		A I
• Ability to organise time and work to deadlines;	•		A I
• ICT including keyboard skills;	•		A I
• Problem solving skills	•		A I
• Project management skills including the ability to manage multiple complex projects and contracts	•		A I AS
• Developing and maintaining links with outside agencies, e.g. departments of the LA, Education Authorities and the DfE		•	A I
• Previous premises and facilities management experience		•	A I
• Good understanding of health and safety, safeguarding and HR requirements		•	A I
• Experience of Estate/Facilities Management.		•	A I
• Experience of Business Development strategies		•	A I
• Familiarity with school management system, e.g. SIMS, RM Integris		•	A I
• Experience of Marketing, Public Relations and bid-writing		•	A I
• Professional accountancy qualification or other recognised business management		•	A I C
PERSONAL QUALITIES			
• An innovative approach and high energy levels	•		I
• Enthusiastic and action orientated	•		I
• Commitment to team and strong team player	•		A I
• Strong commercial acumen and strategic thinking ability	•		A I
• Able to manage conflicting priorities and changing requirements in line with King David Academy Trust values and principles	•		I
• Highly developed planning and organisational skills.	•		A I AS
• Excellent written and verbal communication skills.	•		A I AS
• Highly developed interpersonal skills.	•		A I
• Ability to use initiative and prioritise work.	•		A I AS
• Accurate and well-organised approach to work.	•		A I
• Ability to interpret legislations and regulations.	•		A I AS
• Ability to meet and manage competing deadlines.	•		A I
• Knowledge of health and safety legislations.	•		A I
• Commitment to high educational, professional and personal standards.	•		A I
• Respect for young people and their needs.	•		A I
• Commitment to Equal Opportunities.	•		A I
• High levels of motivation and commitment.	•		A I
• Analytical and flexible thinking.	•		A I AS
• Concern for both individual and team needs and the ability to cater for both.	•		A I
• Effective communication with a variety of audiences.	•		A I
• Awareness of the importance of confidentiality.	•		A I R
• Ability to work under own initiative with sound personal, administration and time management skills	•		A I
• Considerable personal enthusiasm, energy, integrity and professionalism	•		A I
• Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	•		A I

Attributes	Essential	Desirable	Application/ Interview/ Assessment
<ul style="list-style-type: none"> A dynamic team leader who has the ability to bring out the best on other people to achieve business outcomes 	•		A I R
BEHAVIOUR, OTHER RELATED CHARACTERISTICS			
<ul style="list-style-type: none"> Commitment to self and team development 	•		A
<ul style="list-style-type: none"> Work in ways that promote equality of opportunity, participation, diversity and responsibility 	•		A I
<ul style="list-style-type: none"> Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy 	•		A I
<ul style="list-style-type: none"> A dynamic team leader who has the ability to bring out the best on other people to achieve business outcomes 	•		A I
<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management 	•		A I
<ul style="list-style-type: none"> Able to deliver value for money objectives 	•		A I
<ul style="list-style-type: none"> Ability to lead teams and individuals 	•		A I
<ul style="list-style-type: none"> Excellent numeracy/literacy/ICT skills 	•		A I
<ul style="list-style-type: none"> Support and demonstrate commitment to the vision and ethos of the school 	•		A I
<ul style="list-style-type: none"> Ability to persuade, motivate, negotiate and influence 	•		A I
<ul style="list-style-type: none"> Ability to relate well to children and adults 	•		A I
<ul style="list-style-type: none"> Ability to interpret advice/statute and to devise policy/practice in the light of these 	•		A I
<ul style="list-style-type: none"> Several years' experience working in an office environment at senior level. 	•		A I
<ul style="list-style-type: none"> Open minded and receptive to new ideas, approaches and challenges 	•		A I
<ul style="list-style-type: none"> A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies 	•		A

This post is subject to an enhanced DBS check. All our colleagues are expected to demonstrate a commitment to Kind David Academy Trust values and principles. The Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.