



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for all our colleagues to enjoy a fantastic place to work; with respectful, hardworking and highly motivated pupils and staff. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds.

Our mission and values are not just the aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where our staff thrive because we keep you at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will need:

- To be an experienced member of a leadership team, used to working in a complex and sizeable organisation.
- To be comfortable working at both a strategic & operational level.
- Great interpersonal skills and be able to develop successful working relationships with internal and external stakeholders.
- A high level of personal integrity and confidentiality.
- Someone who is totally aligned with our values and mission. If you are the type of person who fits with our culture, you will love working here.





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Job title: School Business Manager

Required: July 2023

Location: Kings' School, Winchester

Salary: Grade I £59966.00 - £67253.00

Hours: 37 hours a week, 52 weeks

We are looking for an experienced and highly competent School Business Manager to join our Senior Leadership Team from July 2023. The School Business Manager is a vital component of the School Leadership Team that combines operational focus with strategic planning.

The School Business Manager is responsible for the successful management of the school finances, premises, operational outputs, support staff and community services of Kings' School. We are looking for a candidate that can demonstrate recent and successful business management experience, not necessarily gained in schools, with a track record of strategic leadership and operational management within a complex organisation.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive team; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at www.kings-winchester.hants.sch.uk

Please submit your application to recruit@kings-winchester.hants.sch.uk

Closing Date: 12:00, Thursday 8th June 2023

Interview Date: Thursday 15th & Friday 16th June 2023





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Responsibilities will include:

Strategic Leadership and Management

- Providing support for the Headteacher in the development and implementation of the school's strategy and vision.
- Monitoring and evaluating policy implementation and contributing to the self-evaluation and planning cycles.
- Taking the leading role in developing strategies for the longer-term use and development of the overall business and school site.
- Providing strategic support to the Headteacher and Governing Body on all aspects of school business management.
- Contributing to the governance of the school by advising the Senior Leadership Team and the Governing Body.
- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.

Financial Management

- Contributing to short, medium and long terms plans to ensure the financial sustainability of the school.
- Overseeing the management of school resources.
- Taking primary responsibility for the financial and administrative work of the school.
- Ensuring an effective link between school financial planning and the school's educational objectives; taking responsibility for business planning and forward strategy.
- Maximising income from sources other than the local authority.
- Overseeing the project management of capital.
- Overseeing levels of expenditure, the setting of budgets and the allocation of budgets to budget holders.
- Overseeing the monitoring and management of income and expenditure against agreed budgets to ensure the achievement of 'best value'.
- Ensuring all practices meet statutory and local authority requirements.

Human Resources

- Oversee the school's payroll provision with Hampshire County Council.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- To be the school's Data Protection Officer.

Support Services

- Responsibility for all matters relating to health & safety, compliance, fire safety, accident reporting and risk assessment.





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- Overall responsibility for delivering the improvements, refurbishment and maintenance of buildings, grounds and facilities.
- Oversight and management of the school's IT, catering and cleaning provision.
- Oversight and management of the school's Community and Sports Centre.
- Negotiating, letting, monitoring and managing contracts and Service Level Agreements for services.

- Promoting and safeguarding the welfare of pupils.





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Person Specification

A Qualifications	
Degree or equivalent	A
Professional qualification in a relevant field or relevant experience	A
B Knowledge and Experience	
Successful track record in financial management and fundraising	A/I/R
Experience of the leadership and management of a large team	A/I/R
Experience of working within a regulatory environment	A/I
Through understanding of financial modelling, budget-setting, budget-control and financial monitoring	A/I/R
Understanding of Health & Safety legislation, as it applies to a secondary school	A/I
Knowledge of good practice and law relating to personnel management and recruitment	A/I
Knowledge of Data Protection principles and familiarity with GDPR	A/I
Understanding of networked IT systems	A/I
Strong attention to detail, with the ability to delegate without losing control of the detail	A/I/R
Ability to build strong collaborative relationships with external stakeholders	A/I/R
Evidence of an understanding of safeguarding within Schools	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values:	A/I/R
An ability to motivate others through energy, creativity and passion	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

www.kings-winchester.hants.sch.uk

