



<b>Person Specification</b>			
The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.			
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>	<b>Method of Assessment</b>
Educational Achievements, qualifications and Training	<ul style="list-style-type: none"> <li>Degree or equivalent professional qualification (qualifications below degree level will be considered if applicant demonstrates solid experience and evidence of continued professional development)</li> </ul>	<ul style="list-style-type: none"> <li>Professional accounting qualification</li> <li>Relevant professional management qualification (including recognised School Business Management qualification)</li> <li>ISOH Managing Safely qualification</li> </ul>	<p>Application Form</p> <p>Production of Applicant's certificates</p>
Knowledge and experience	<ul style="list-style-type: none"> <li>Successful leadership within a large organisation</li> <li>Experience of budgetary management and control within a large organisation</li> <li>Knowledge and experience of a variety of financial management systems and processes and procedures</li> <li>Experience of HR, recruitment and payroll procedures</li> <li>A working knowledge of facilities management</li> <li>A working knowledge of Health and Safety legislation</li> <li>An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations</li> <li>Experience of working effectively with a wide range of external partners</li> <li>Ability to communicate a vision and inspire others</li> <li>Ability to build effective working relationships with staff and other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>An awareness and understanding of school/public sector finance/resources management information systems</li> <li>Successful experience in the submission of bids securing funding in the public sector</li> <li>Understanding of promoting positive relationships with the wider school community and beyond</li> <li>An understanding of school management issues and the role of the Governing Body</li> <li>Experience of Data Protection compliance procedures</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills and abilities	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Exceptional planning and organisational skills including managing deadlines</li> <li>Excellent written and verbal communication</li> <li>Proven high level negotiating skills</li> <li>Highly developed interpersonal skills</li> <li>An ability to analyse data and evidence of higher-level IT skills</li> <li>An ability to use initiative and prioritise work</li> <li>Being accurate and well organised in approach to work</li> </ul>		<p>Application Form</p> <p>Interview</p> <p>Lesson Observation</p> <p>References</p>

	<ul style="list-style-type: none"> <li>• An ability to interpret legislation and regulations</li> <li>• An ability to consult and share decision making with senior management</li> <li>• An ability to follow instructions accurately</li> <li>• An ability to think clearly under pressure</li> </ul>		
Equal Opportunities	<ul style="list-style-type: none"> <li>• A total commitment to equal opportunities</li> <li>• Respect for young people and their needs</li> </ul>		Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to high educational, professional and personal standards</li> <li>• A high level of motivation, a positive disposition and a willingness to be involved at all levels</li> <li>• To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working</li> <li>• An ability to be ambitious and aspirational for self and others in the organisation</li> <li>• A commitment to safeguarding and equality</li> </ul>		Application form References Interview
Other requirements	<ul style="list-style-type: none"> <li>• Excellent record of attendance and punctuality</li> <li>• Comply with Safeguarding checks, including an enhanced DBS Check</li> </ul>		Application Form References DBS Check