**PERSON SPECIFICATION**

**Chief Financial and Operation Officer**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | An appropriate degree (or professional equivalent)  Experience of working at a senior management level within an organisation |
| Knowledge of relevant policies and procedures | Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management  Understands the LA and DCSF financial systems and procedures  A detailed working knowledge of payroll, personnel and employment issues |
| Literacy | Outstanding literacy skills |
| Numeracy | Outstanding numeracy skills |
| Technology | Highly competent ICT skills |
| **Communication** | Written | Ability to instigate and produce complex returns and write highly complex letters and reports. |
| Verbal | Ability to exchange highly complex information clearly and sensitively. Ability to address SLT and Governing Body |
| Languages | Use initiative to overcome any communication barriers with children and adults. |
| Negotiating | Highly effective negotiation skills and the ability to achieve best possible outcomes.  Ability to effectively manage difficult or controversial exchanges. |
| **Working with children** | Behaviour Management | Understand and implement the school’s Behaviour Management Policy, as required. |
| SEN | A compassionate and empathetic approach towards pupils with SEND |
| Curriculum/School organisation | Good understanding of the learning experience provided by the school in relation to the role |
| Child Development | A basic understanding of child development |
| Health & Well being | Understand the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Establish effective relationships with those working in and with the school.  Represent the school at LA and consortium meetings. |
| Relationships | Be able to create good relationships with pupils, parents, staff and governors  Be accessible and approachable |
| Team work | Work creatively within a team environment both as a manager and team member. Be an exemplar for values and behaviours |
| Information | Develop and implement highly effective systems to share and safeguard information. |
| **Responsibilities** | Organisational skills | Experience of strategic planning activities and the development of business plans  Experience of financial planning, financial management and budgetary control within an organisation  Have the ability to plan and organise at both the tactical and strategic level |
| Line Management | Experience of leading, managing and motivating a team of staff  Offer dynamic and effective leadership  Lead by example and be a role model |
| Time Management | Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately  Able to ensure that tight, strict deadlines are met. |
| Creativity | Demonstrate a highly creative approach to work  Able to resolve complex problems independently. |
| **General** | Equalities | Demonstrate commitment to treating all people fairly |
| Health & Safety | Good understanding of Health & Safety. |
| Child Protection | Good understanding and compliance with Child Protection procedures. |
| Confidentiality/Data Protection | Good understand and compliance with procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role.  Able to effectively evaluate own performance  Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members |