



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title: Director of Business and Finance
Responsible To: Headteacher
Grade: L21-L25

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• Degree qualification or equivalent in business management, finance or a related field	E	Application Form/Interview/ Written Reference
• Professional qualification in business management or accountancy	D	
• Further study or qualifications in leadership and management	D	
• Further study or qualifications in HR	D	
2. Experience	Essential/Desirable	Source of Evidence
• Experience in financial, business, HR and / or facilities management	E	Application Form/Interview/Written Reference
• Experience of working in a school setting or a sound knowledge of the financial workings, budgeting and management of a school or similar organisation	D	
• Demonstrable success in a leadership role in a comparable organisation	D	
• Experience of leading colleagues in a successful team	E	

3. Professional Skills / Knowledge	Essential/Desirable	Source of Evidence
• An awareness and understanding of health and safety culture	E	Application Form/Interview/Written Reference
• An ability to work in a way that promotes the safety and well-being of children	E	
• Strong strategic abilities and organisational skills with the ability to lead change and manage systems effectively.	E	
• An ability to analyse and interpret data and make recommendations	E	
• An ability to communicate with a range of stakeholders both orally and in writing	E	
• An ability to write bids for external funding	D	
• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	
4. Professional Skills / Abilities	Essential/Desirable	Source of Evidence
• Ability to think strategically, identify priorities and manage workload and meet deadlines	E	Application Form/Interview/Written Reference
• Ability to use ICT effectively and other specialist software associated with the post.	E	
• Ability to empathise and show kindness and compassion	E	
• Ability to relate well to children and adults	E	
• Possess very good communication skills	E	
• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	
• Ability to line manage a team and individuals effectively	E	
• Ability to problem solve and use initiative	E	

5. Personal Attributes	Essential/Desirable	Source of Evidence
• Be friendly and approachable	E	Application Form/Interview/Selection Activity/Written Reference
• Be an excellent listener and non-judgemental	E	
• Ability to work collaboratively as part of the senior team	E	
• Have a professional approach and be an excellent role model for staff	E	
• Have an ability to anticipate conflict and resolve issues imaginatively	E	
• Have high expectations and the ability to reflect and plan strategically	E	
• Have a good sense of humour, enthusiasm, drive and resilience	E	
• Be astute and perceptive with strong analytical skills and the ability to make sound professional judgements	E	
• Be proactive and innovative and undertake all work with integrity	E	
• Uphold our three core values of respect, resilience and honesty	E	
6. Safeguarding Children	Essential/Desirable	Source of Evidence
• Ability to form and maintain appropriate relationships and personal boundaries with children	E	Written Reference/Formal Interview
• Have appropriate motivation to work with children and young people	E	
• Have a sound knowledge of all matters relating to child protection	E	
• Have emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E	
• Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education	E	