

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</li> <li>● A school business management qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>● Involvement in school self-evaluation and improvement planning</li> <li>● Line management experience</li> <li>● Contributing to staff development</li> <li>● Working with children or young people</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Expert knowledge of financial management</li> <li>● Excellent attention to detail</li> <li>● Previous use of School based ICT systems (Arbor, iTrent, E5)</li> <li>● Effective communication and interpersonal skills</li> <li>● Ability to communicate a vision and inspire others</li> <li>● Ability to build effective working relationships with staff and other stakeholders</li> <li>● Understanding of data protection and confidentiality</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding and equality</li> <li>● Embraces change well</li> <li>● Deals with difficult situations effectively</li> </ul>