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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | A minimum of 3 years relevant experience  Proven experience of strategic planning, budget monitoring, cash management and procurement  Experience of IT and MIS programmes  Line Management experience.  Working with changing priorities and proven ability to handle a range of situations.  Experience of successfully networking and building relationships with other organisations or institutions | Successful leadership and management experience in a school, or in a relevant field outside education  Experience of using Access, SIMS, Integris or equivalent MIS system  Involvement in year-end accounts production  Experience of payroll administration and processes  Experience of managing H&S/Premises Maintenance  Experience of safer recruitment  Experience of service contract management  Experience of staff recruitment, employment contracts, induction and appraisals | Application Form  Certificates  References  Interview |
| **Leadership** | Ability to support and demonstrate commitment to the vision for the further development and improvement of the Academy  Able to support the Headteacher, Leadership & Management Team and Governors in the management of change and improvement in pursuit of strategic objectives  Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others  Able to present information clearly to a wide range of audiences  Deal sensitively with people and resolve conflicts | Experience of working with Senior Leaders and a Governing Body |  |
| **Qualifications & Training** | GCSE English and Maths or equivalent Grade A to C | Business or Administration or School Business Manager qualification e.g. CSBM/DSBM or equivalent | Application Form  Certificates  References  Interview |
| **Knowledge and Skills** | Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative  Able to evaluate current systems and modify and enhance their effectiveness  An awareness and understanding of safeguarding responsibilities of all adults who work with children  Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required that inform non-specialists  Ability to communicate with and build relationships with a wide range of audiences, including other employees within the school, governors, parents, LA and other stakeholders  Ability to lead and manage staff effectively and sensitively and to lead by example  Ability to negotiate best value  Ability to manage projects from inception to completion, meeting deadlines  Ability to work to tight deadlines and problem solve  Excellent attention to detail | Website content management  Working knowledge of Access accounting or similar school accounts system  Intermediate excel | Application Form  References  Interview |
| **Initiative & Circumstances** | Receptive to new ideas, approaches and challenges  Demonstrate a commitment to the School’s vision, aims and ethos, its community and the school improvement agenda  Complete confidentiality, discretion and tact.  Calm and able to respond to the changing demands of school and school life  Flexible and willing to adapt to changing circumstances  Able to attend evening meetings if required  Good listening and communication skills both written and verbal  Willingness to constructively challenge the work of self and others to continually improve own and team performance. |  | Application Form  References  Interview |