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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | A minimum of 3 years relevant experienceProven experience of strategic planning, budget monitoring, cash management and procurementExperience of IT and MIS programmesLine 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 systemInvolvement in year-end accounts productionExperience of payroll administration and processesExperience of managing H&S/Premises MaintenanceExperience of safer recruitmentExperience of service contract managementExperience of staff recruitment, employment contracts, induction and appraisals | Application FormCertificatesReferencesInterview |
| **Leadership** | Ability to support and demonstrate commitment to the vision for the further development and improvement of the AcademyAble to support the Headteacher, Leadership & Management Team and Governors in the management of change and improvement in pursuit of strategic objectivesAbility 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 audiencesDeal 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 FormCertificatesReferencesInterview |
| **Knowledge and Skills** | Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiativeAble to evaluate current systems and modify and enhance their effectivenessAn awareness and understanding of safeguarding responsibilities of all adults who work with childrenAbility 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 stakeholdersAbility 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 deadlinesAbility to work to tight deadlines and problem solveExcellent attention to detail | Website content management Working knowledge of Access accounting or similar school accounts systemIntermediate excel | Application FormReferencesInterview |
| **Initiative & Circumstances** | Receptive to new ideas, approaches and challengesDemonstrate a commitment to the School’s vision, aims and ethos, its community and the school improvement agendaComplete confidentiality, discretion and tact.Calm and able to respond to the changing demands of school and school lifeFlexible and willing to adapt to changing circumstancesAble to attend evening meetings if requiredGood listening and communication skills both written and verbalWillingness to constructively challenge the work of self and others to continually improve own and team performance. |  | Application FormReferencesInterview |