

Person Specification

Qualifications and training	Essential	Desirable	Source
A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	E		C
A school business management qualification		D	C

Experience	Essential	Desirable	Source
Successful leadership and management experience in a school, or in a relevant field outside education	E		A/I
Involvement in school self-evaluation and improvement planning		D	A/I
Knowledge of data protection		D	A/I
Knowledge of safer recruitment		D	A/I
Line management experience, contributing to staff development	E		A/I
Working with children or young people		D	A/I

Skills and Knowledge	Essential	Desirable	Source
Expert knowledge of financial management	E		A/I
Previous use of Arbor		D	
Previous use of Access Finance/Budgets		D	A/I
Effective communication and interpersonal skills with the ability to communicate a vision and inspire others	E		A/I
Ability to build effective working relationships with staff and other stakeholders	E		A/I
Understanding of data protection and confidentiality		D	A/I
Personal qualities	Essential	Desirable	Source
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E		A/I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E		

Ability to work under pressure and prioritise effectively	E		A/I
Commitment to maintaining confidentiality at all times	E		A/I
Commitment to safeguarding and equality	E		A/I
Deals with difficult situations effectively	E		A/I

Notes:

This job description may be amended at any time in consultation with the post holder.