

Person Specification

Before making an application candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to degree level/holds equivalent level qualification/holds equivalent level of relevant experience	Diploma in School Business Management (DSBM) or equivalent Degree or professional qualification in an appropriate discipline e.g. accountancy, HR, company secretary, facilities management, education. NEBOSH, IOSH (Health & Safety Qualification) to Certificate or Diploma Level or equivalent Professional accounting qualification such as ACCA or ACA
EXPERIENCE	Significant experience at a senior level, preferably in education or public sector, which gives competency in delivering in the following areas: • Accrual accounting • Strategic Planning • Leading, motivating and developing staff • Preparing and managing large, varied and complex budgets including short and medium term forecasting • Procurement • Presenting company accounts • Human Resources • Payroll • Site and Facilities • Health and Safety • Contract Management • Change Management • Project Management	Experience of working with academy trust financial frameworks, funding agreements, and compliance Experience preparing financial reports for governors and the DfE
KNOWLEDGE AND SKILLS	A working knowledge of legislation relevant to the key areas of management outlined above under work related experience e.g. Employment Law, Health and Safety at Work Act etc. Understanding of the Secondary School context to include relevant national strategies and initiatives, including safeguarding Understanding of HR processes, payroll management, and	In-depth knowledge of financial regulations and compliance requirements (e.g. DfE, Academies Financial Handbook) Knowledge of academy trust funding Understanding of relevant legislation as it relates to secondary schools and of developing relevant policies to support this.

	employment law and ability to apply them to the academy context Skilled in procurement processes and contract negotiation Proficient in IT systems, including Microsoft Office suite Ability to analyse financial and operational data to inform strategic decision-making	Understanding of strategic marketing and branding within an educational context, with the ability to define and oversee school-wide marketing and communications initiatives. Knowledge of MIS systems e.g. Access, SIMS etc
PERSONAL QUALITIES	Full support for the aims, values and ethos of the school. Ability to work under regular pressure without guidance from the Headteacher or Governors to deliver agreed objectives. Ability to work independently, as a Team leader and as a Team member. Enthusiasm, perceptiveness and a commitment to fairness. A personal commitment to upholding and enhancing the school's record of educational excellence and quality. High levels of integrity, discretion, and confidentiality Strategic thinker with a proactive and solution-focused approach Ability to manage competing priorities and work to deadlines Resilient, flexible, and adaptable to change	
LEADERSHIP AND MANAGEMENT SKILLS	Proven ability to lead and inspire large teams to perform effectively under tight deadlines Proven ability to lead and manage change Demonstrable respect for others professional skills and contributions Proven strength in setting priorities, developing plans, and responding swiftly to emerging challenges	

	Ability to think laterally, creatively and strategically to find effective solutions to complex problems and challenges, and to develop and implement programmes to deliver these solutions to deadline and on budget Consultative and analytical skills	
COMMUNICATION SKILLS	Skilled communicator, able to convey information clearly and persuasively to varied audiences, both internal and external Excellent presentation skills and the ability to adapt complex information for the appropriate audience Skilled at building and sustaining professional networks Ability to chair and contribute to successful and productive meetings Highly developed communication and interpersonal skills for building productive relationships with key stakeholders, including trustees, internal teams, and external organisations	
ADDITIONAL REQUIREMENTS	Willingness to undergo an enhanced DBS and other relevant background checks Commitment to safeguarding and promoting the welfare of children and young people Flexibility to work occasional evenings or weekends for meetings or events	