**Person specification**

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| criteria | qualities |
| **Qualifications and training** | A degree or other relevant qualification - ideally in accountancy, business management or a related disciplineA school business management qualification (DSCM, CSBM) |
| **Experience** | Successful leadership and management experience in a school, or in a relevant field outside educationInvolvement in school self-evaluation and improvement planningLine management experienceContributing to staff developmentWorking with children or young people Experience with Data ProtectionExperience in Human Resources |
| **Skills and knowledge** | * Expert knowledge of financial management
* Excellent attention to detail
* Previous use of FMS, SIMS, Pebble and school management systems.
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships with staff and other stakeholders
* Understanding of data protection and confidentiality
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| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Embraces change well
* Deals with difficult situations effectively
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