**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 discipline  A school business management qualification (DSCM, CSBM) |
| **Experience** | Successful leadership and management experience in a school, or in a relevant field outside education  Involvement in school self-evaluation and improvement planning  Line management experience  Contributing to staff development  Working with children or young people  Experience with Data Protection  Experience 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 |
| **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 |