



1. Education and Professional Qualifications	Essential	Desirable	Assessment
Evidence of continuous professional development	✓		Application
Educated to degree level, or equivalent experience	✓		Application
Professional qualification in a relevant discipline (CIB, CIPD etc.)		✓	Application
Project management certification (PRINCE2, Agile, etc.) or demonstrable experience		✓	Application

2. Experience	Essential	Desirable	Assessment
Experience of budget ownership for strategic projects	✓		Application / Interview/ Reference
Experience of improving and documenting, systems and procedures effectively to improve service efficiency and impact	✓		
Experience of business or service planning and improvement	✓		Application/ Interview
Experience of financial and budgetary management		✓	Application/ Interview
Experience of procuring services and monitoring contracts to ensure that value for money and key performance indicator requirements are met	✓		Application/ Interview
Experience of staff leadership and management, and evidence of achieving performance improvement across diverse teams	✓		Application/ Interview/ Reference
Experience of working as a member of a senior team	✓		Application/ Interview
Successful track record of managing complex projects from inception to completion	✓		Application/ Interview



Experience of using HR systems, asset management, and/or compliance software		✓	Application/ Interview
Experience of working in an educational environment		✓	Application/ Interview
Experience of interpreting Government education policy and legislation	✓		Application/ Interview
Experience of human resource management and/or asset/facilities management	✓		Application/ Interview
Track record of leading sustainable organisational improvements.		✓	Application/ Interview

3. Knowledge	Essential	Desirable	Assessment
Personnel procedures and relevant employment legislation	✓		Application/ Interview/ Assessment Task/ Reference
Awareness of current IT developments	✓		Application/ Interview
Health and safety legislation	✓		Application/ Interview/ Reference
Financial requirements within publicly funded education and regulatory requirements.	✓		Application/ Interview

4. Skills and Personal Attributes	Essential	Desirable	Assessment
Excellent communication skills at all levels	✓		Application/ Interview/ Assessment Task/ Reference
Strong IT skills and ability to use a range of professional service platforms and product sets (for instance, asset management software, HR and payroll systems, project management solutions, or database solutions)	✓		Application/ Interview



Excellent numeracy skills	✓		Application/ Interview/ Assessment Task/ Reference
Strong skills in risk management	✓		Application/ Interview
Proven ability to work strategically and to seek and implement creative solutions	✓		Application/ Interview
Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams	✓		Application/ Interview
The ability to establish effective working relationships at all levels within an organisation and with outside organisations	✓		Application/ Interview
Resilience, the ability to handle high levels of pressure and be able to meet deadlines	✓		Application/ Interview
Energetic, highly motivated, with an enquiring mind and passion for excellence	✓		Application/ Interview
Proven ability to think both strategically and creatively to prioritise	✓		Application/ Interview
Proven ability to work strategically and to seek and implement creative solutions	✓		Application/ Interview
High integrity and openness combined with commitment to good governance	✓		Application/ Interview
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application/ Interview
To critically analyse, make and justify difficult decisions	✓		Application/ Interview
Commitment to our pupils and their learning wellbeing and safety	✓		Application/ Interview



Committed to equality	✓		Application/ Interview
Ability to attend Committee meetings outside normal working hours where required	✓		Application/ Interview
Ability to work across multiple sites, regularly travelling between schools	✓		Application/ Interview