



	<b>PERSONAL SPECIFICATION</b>	Essential	Desirable	Assessed by selection process	Assessed by application
	<b>Criteria</b>				
	<b>Qualifications</b>				
1	Recognised management/business degree or equivalent related qualification	/		/	
2	Hold an accountancy qualification and hold membership of a relevant professional body	/		/	
	<b>Experience</b>				
3	Managing strategic financial plans	/		/	/
4	Managing budgets, financial reporting, procurement and fixed assets	/		/	/
5	Managing change projects	/		/	/
6	Leading and Managing teams	/		/	/
7	Managing Human Resources	/		/	/
8	Managing Premises, including Health and Safety				
9	Managing within an educational environment		/	/	
10	Managing at Senior Leadership team level		/	/	
	<b>Knowledge and Skills</b>				
11	Able to deliver services and systems applicable for effective school management	/		/	/
12	Able to deliver value for money initiatives	/		/	/
13	Able to understand national and regional educational services and deliver appropriate strategies	/		/	/
14	Able to lead teams and individuals	/			/
15	Able to strategically influence decision making within the school	/		/	/
16	Able to use a range of IT packages	/		/	/
17	Understanding of educational enterprise issues		/	/	/
18	Understanding of promoting relationships with the wider school community		/		/



	Personal Qualities				
19	Personal integrity and ability to inspire it in others	/			/
20	Highly developed interpersonal skills including influencing skills	/			/
21	Willingness to constructively challenge the work of self and others to continually improve own and team performance	/		/	/
22	Ability to work under pressure and meet deadlines	/		/	/
23	Excellent leadership qualities	/		/	/
24	Ability to work flexibly and proactively while maintaining a high level of professionalism	/			/
25	The ability to motivate and inspire others	/		/	/
26	The ability to demonstrate a strong belief in an inclusive approach and have high expectations of all young people	/			/
27	The ability and confidence to lead and work with students on specific areas	/			/

### Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other inconsistent with the Equality and Diversity Policy

### Safeguarding children

We are committed to the safety of our pupils through our recruitment and school practices; all jobs are subject to an Enhanced Disclosure and Barring Service check.

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.