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**PERSON SPECIFICATION**

**Job Title: Director of Services**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Evidence of continued professional, managerial and personal development  Degree and/or equivalent Professional Qualification – **CIPFA**  Chartered Membership of an appropriate institution. | Leadership or Management Qualification | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Experience** | Extensive experience in financial management and accounting in an educational establishment or similar comparably sized organisation.  Experience of effective budget analysis and securing value for money.  Able to evidence efficient management of contracts and capital bids.  Evidence of successful resource management, including evidence of the resolution of conflicting priorities.  Evidence of effective project management of high value contracts and their successful delivery.  Experience of managing FM services and contracts.  Experience of working effectively with others to meet common goals.  Experience of motivating and managing a team, including change management, having input into organisational development programmes and effective working with staff, trade unions and other stakeholders.  A proven record of establishing a positive performance culture that has delivered effective performance and continuous service improvement | Experience of academy finance. | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Skills & Abilities** | Able to be creative and think through issues and problems through the use of theoretical, conceptual and technical knowledge to find practical solutions  Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences  Able to use new technologies in improving services, and modernising working processes. |  | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Knowledge** | An understanding of the issues and challenges facing schools, both operationally and strategically  Knowledge of key national policy drivers, legislation and broader influences related to the role  Knowledge of project management techniques and their application in a business context | A clear understanding and knowledge of the workings of schools and academies including the legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area with deprivation. | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Work Circumstances** | Able to work flexibly to meet the demands of the school (including evening and weekend as necessary) |  | AF / I / AC |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**