

**PERSON SPECIFICATION: HEAD OF RESOURCES**

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| **CRITERIA** | **ESSENTIAL/****DESIRABLE** | **ASSESSMENT** |
| **Education and Qualifications**Qualified to graduate level and/or business disciplineHolder of Chartered status in a related profession eg: Finance, Accounting, Business Management, HREvidence of commitment to Continuing Personal and Professional Development (CPD) | EDE | AFAFAF, I |
| **Experience**A minimum of 5 years proven and successful experience in financial management and other business support functions at a corporate level, with evidence of delivering an improved serviceStrong track record of leading on all strategic business planning activitiesExperience in developing, writing and successfully delivering annual and long term strategic finance and business plans, based on relevant research and analysesExperience of successfully developing, managing and continuously improving other key support functions eg: ICT, Estates, Health & SafetyEvidence of successful and motivational team leadershipSuccessful change manager in encouraging a change culture, identifying triggers, designing successful strategies and programmes and effectively implementing themA sound knowledge of business and financial operations and their management within an education environmentExperience of implementing performance management systems leading to improved school support staff performance and developmentEvidence of successful corporate project design, management, monitoring, reporting and delivery | EEEEEEDDD | AFAF, IAF, IAF, IIIAF, IAF, II |
| **Professional Knowledge**Excellent IT skills and understanding of management Databases/Information Systems eg: SIMS, PRINCE, Sage, ENGAGEFamiliarity with complex funding mechanisms and income streams and the acumen to ensure cost-effectiveness in the delivery of the school’s learning programmesKnowledge and understanding of relevant legislation and regulatory frameworks inter aliaAwareness of national and regional developments in the Education sectorKnowledge of procurement best practice and contracts | EEDDD | AFAF, IAF, IAF, IAF, I |
| **Personal Skills and Attributes**Excellent written and oral communications for a range of internal/external audiencesAn effective member within a Leadership Management Team with a positive outlook and collaborative and supportive mannerAbility to develop and maintain strong, effective internal and external working relationshipsDemonstrable evidence of line managing team members and delegating appropriatelyOutstanding organisational skills eg: ability to work under pressure; managing competing prioritiesAbility to work independently, demonstrating initiative and proactivityWillingness to challenge constructively the work of self and othersDemonstrable evidence in successfully negotiation and winning support for new ideas and translating them into practical realities | EEEEEEED | AF, I, PIAF, IIAF, IIIAF, I |
| **Leadership and Management**An inspirational leadership and management style that encourages participation, innovation, develops confidence and is demonstrably positive in outlookProven ability to build effective, committed teams and partnershipsPromotes a learning and continuous improvement culture through a commitment to staff development and implementation of performance processes. | EEE | AF, IAF, IAF, I |

NOTE: The following assessment methods, as appropriate will include: Application Form, Interview, Personal Statement, Presentation, Exercise

NOTE: Salary £50,000 pa