

**PERSON SPECIFICATION: HEAD OF RESOURCES**

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| **CRITERIA** | **ESSENTIAL/**  **DESIRABLE** | **ASSESSMENT** |
| **Education and Qualifications**  Qualified to graduate level and/or business discipline  Holder of Chartered status in a related profession eg: Finance, Accounting, Business Management, HR  Evidence of commitment to Continuing Personal and Professional Development (CPD) | E  D  E | AF  AF  AF, 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 service  Strong track record of leading on all strategic business planning activities  Experience in developing, writing and successfully delivering annual and long term strategic finance and business plans, based on relevant research and analyses  Experience of successfully developing, managing and continuously improving other key support functions eg: ICT, Estates, Health & Safety  Evidence of successful and motivational team leadership  Successful change manager in encouraging a change culture, identifying triggers, designing successful strategies and programmes and effectively implementing them  A sound knowledge of business and financial operations and their management within an education environment  Experience of implementing performance management systems leading to improved school support staff performance and development  Evidence of successful corporate project design, management, monitoring, reporting and delivery | E  E  E  E  E  E  D  D  D | AF  AF, I  AF, I  AF, I  I  I  AF, I  AF, I  I |
| **Professional Knowledge**  Excellent IT skills and understanding of management Databases/Information Systems eg: SIMS, PRINCE, Sage, ENGAGE  Familiarity with complex funding mechanisms and income streams and the acumen to ensure cost-effectiveness in the delivery of the school’s learning programmes  Knowledge and understanding of relevant legislation and regulatory frameworks inter alia  Awareness of national and regional developments in the Education sector  Knowledge of procurement best practice and contracts | E  E  D  D  D | AF  AF, I  AF, I  AF, I  AF, I |
| **Personal Skills and Attributes**  Excellent written and oral communications for a range of internal/external audiences  An effective member within a Leadership Management Team with a positive outlook and collaborative and supportive manner  Ability to develop and maintain strong, effective internal and external working relationships  Demonstrable evidence of line managing team members and delegating appropriately  Outstanding organisational skills eg: ability to work under pressure; managing competing priorities  Ability to work independently, demonstrating initiative and proactivity  Willingness to challenge constructively the work of self and others  Demonstrable evidence in successfully negotiation and winning support for new ideas and translating them into practical realities | E  E  E  E  E  E  E  D | AF, I, P  I  AF, I  I  AF, I  I  I  AF, I |
| **Leadership and Management**  An inspirational leadership and management style that encourages participation, innovation, develops confidence and is demonstrably positive in outlook  Proven ability to build effective, committed teams and partnerships  Promotes a learning and continuous improvement culture through a commitment to staff development and implementation of performance processes. | E  E  E | AF, I  AF, I  AF, I |

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

NOTE: Salary £50,000 pa