

# Person Specification

## Knowledge and Qualifications

### Essential

- Level 3 Qualifications (A-Level of equivalent)
- Certificate in School Business Management (or willingness to work towards) or an equivalent qualification such as an accounting qualification.
- A working knowledge of accounting and financial management.
- A working knowledge of human resources.

### Desirable

- Understanding of the education sector funding models, specifically for special schools/academies.
- Recognised management/business degree or other equivalent qualification such as DSBM, ADSBM.
- Knowledge and understanding of safeguarding practices and procedures.

## Professional Experience

### Essential

- Managing strategic financial plans and budget monitoring
- Leading and managing teams
- Leading role in the development and implementation of policies, systems and processes

### Desirable

- The ability to use and interpret financial and other performance data to draw conclusions and contribute to future planning.
- Experience of working in a special school or with children/young people with special educational needs.
- Leading and managing projects
- Change management
- Working with a range of internal and external stakeholders
- Being a member of senior leadership/management team
- Experience of school Management Information Systems

## Personal Skills, Qualities and Attributes

### Desirable

- Strong interpersonal, written and oral communication skills
- Self-motivated with high levels of personal drive, able to work with minimal supervision
- Strong analytic skills with attention to detail and high levels of accuracy
- The ability to work as part of a team
- Flexible and adaptable to changing business demands
- The ability to enthuse and inspire others
- Strong organisational and time management skills
- Ability to work under pressure and meet deadlines

