**Person Specification: Director of Business Services**

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|  | **Essential** | **Desirable** |
| **Qualifications and Professional Membership** | * Education to degree level or equivalent work experience | * Relevant professional qualifications (e.g accountancy, business management , estates management qualifications or similar) * Membership of relevant professional bodies |
| **Professional Experience** | * Proven budgetary expertise and financial acumen * Successful senior management experience, to include strategic planning, administration, financial management project control * Experience of working effectively others to meet common goals * Evidence of successful resource management, including evidence of the resolution of conflicting priorities * Experience of effective budget analysis, forecasting and securing value for money * Experience of motivating and managing a team, including change of management, having input into organisational development programmes | * Experience of PFI * Awareness and understanding of health and safety * Procurement experience and resource management |
| **Knowledge** | * Knowledge of project management techniques and their application in a business context | * 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 |
| **Skills and attributes** | * People management skills, the ability to delegate / negotiate, emotional intelligence * Competency of IT systems and MS office * Effective presentation, communication and interpersonal skills, the ability to apply them effectively to a variety of audiences * Able to use new technology in improving services and modernising working processes * Solution focused |  |
| **Work Circumstances** | * Able to work flexibly to meet the demands of the school * Ability to communicate effectively and clearly with colleagues, students, parents/carers * Ability to respond to change and be flexible * Motivation to continually improve standards and achievement for self and others * Commitment to the safeguarding and welfare of students |  |
| **Other** | * Demonstrate resilience, motivation and ability to respond to change * Be adaptable and flexible in difficult situations * A good health record * No contra indicators in personal or criminal record to indicate unsuitability for the post applied for |  |