**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
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| **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
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| **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
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| **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
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| **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
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| **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
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