



**Person Specification Finance & Operations Director**

<b>Knowledge and Skills</b>	
<b>Essential</b>	<b>Desirable</b>
A good standard of English and Mathematics	
Strategic thinker	Finance and/or school business management qualification
Experience of using finance software packages	Experience in schools finance software (PS Financials or similar)
Experience with budget-setting and other key financial routines	
To identify and develop opportunities in respect of funding and budget issues	Has a track record of success at bid writing
Excellent negotiation skills	Can demonstrate a track record of negotiating best value procurement
Experience with building maintenance and contract specifications, both of a daily response nature, and for forward-planning of a capital development programme	
Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level	
Has excellent communication skills	
Effective line management skills	
Has the ability to communicate effectively with a wide range of different people and organisations	Is effective at building good relationships with external agencies to the benefit of the school
Is able to plan, organise, prioritise and manage their own personal time effectively	
Is able to work independently and autonomously as well as within a team	
Has initiative and can work independently	
Is effective at change management	Can demonstrate experience of change management
Can maintain issues of confidentiality in the working environment	
Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel with excellent keyboard skills	

Has attention to detail	
Able to use the Internet effectively and efficiently	
Is highly organised	
Is prepared to undertake professional training necessary to carry out the role effectively	
<b>Personal Attributes</b>	
Ability to work under pressure and to tight deadlines to a high professional standard	
Have an excellent record of punctuality, attendance, and reliability	
Have a sense of humour and patience, particularly when facing difficult and challenging situations	Willingness to contribute to other areas of school life
Have a 'can do' philosophy and carry out duties in a positive, helpful, and courteous manner.	
Have the ability to work flexibly and in a responsive way with tact, integrity, discretion and confidentiality	Knowledge of the child protection policy
Be prepared to ask for and take advice and support when necessary	

August 2021