



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Assistant Principal (Finance and Operations)

Person Specification

	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> educated to degree level or equivalent professional accounting qualification, preferably CIPFA evidence of recent and relevant continuing professional development 	<ul style="list-style-type: none"> CIPD or similar HR qualification or equivalent relevant experience 	Application form Letter of application
Experience	<ul style="list-style-type: none"> a proven track record of successful middle or senior management experience in a financial and operational context including elements of Human Resources management successful leadership of teams of staff over a range of disciplines experience of contributing to the strategic development and direction of an organisation experience of leading on and contributing to policy design and review 	<ul style="list-style-type: none"> significant financial and operational management in a college or 11-18 school experience of successfully initiating, implementing and monitoring major capital projects within budgets and timescales 	References Interview

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas:

Skills and Ability	<ul style="list-style-type: none"> strategic and innovative thinker able to identify opportunities for improving performance and assess the feasibility of new ideas ability to respond flexibly and positively to new and changing contexts and to manage change successfully ability to lead on operational detail while maintaining a clear strategic vision and direction solution focused and able to exercise sound judgement ability to analyse, interpret and make effective use of a wide range of data strong literacy, numeracy and IT skills strong project management and planning skills ability to develop positive relationships and to lead, motivate, develop and inspire trust in colleagues ability to communicate clearly and concisely, both verbally and in writing ability to represent and promote the College, its values, performance and objectives to a wide range of audiences 	Letter of application/ References/ Interview
Knowledge	<ul style="list-style-type: none"> an understanding of current and potential issues in education in particular in the post 16 sector a sound working knowledge of financial and accounting matters 	

	<ul style="list-style-type: none"> • an understanding of Human Resources legislation and best practice including safeguarding requirements • an understanding of audit and risk management processes • a broad understanding of estates management and health and safety requirements 	
Organisation	<ul style="list-style-type: none"> • well organised, able to prioritise and delegate effectively and to develop contingencies to cope with the unforeseen 	
Disposition and approach	<ul style="list-style-type: none"> • honest and open with a positive and approachable manner • emotionally resilient with drive and determination • reflective, self-aware and emotionally intelligent • professional and personal integrity • commitment to collaborative working while also being able to act with decisiveness and give direction when needed • commitment to achieving the highest standards in all aspects of operational and educational experience at the College • empathy with post-16 students, their aspirations and the personal challenges facing them • commitment to equality and the celebration of diversity • commitment to safeguarding and promoting the welfare of young people 	
Focus on quality	<ul style="list-style-type: none"> • commitment to high standards of work and accuracy, with strong attention to detail • commitment to the ethos and values of the College • commitment to achieve quality and value for money in all aspects of the College's work • commitment to continuous improvement and willingness to attend appropriate training and development events 	