



**The Coopers' Company and Coborn School**  
**Person Specification**  
**Business and Finance Director**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Qualifications	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business qualification, e.g. ADSBM, DSBM, CSBM, or an Education MBA.</li> <li>▪ Note that support to undertake further study could be provided by the school.</li> </ul>	<p>Application form.</p> <p>Certificated evidence of qualification.</p>
Training	<ul style="list-style-type: none"> <li>▪ Evidence of Continuing Professional Development (CPD).</li> <li>▪ Evidence of a commitment to your own CPD.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Member of a relevant professional association.</li> <li>▪ Willingness to keep up to date in the education world, and the education business world.</li> </ul>	<p>Application form.</p> <p>Selection event</p>
Experience and Key Achievements	<ul style="list-style-type: none"> <li>▪ School or academy experience in a middle management or senior role.</li> <li>▪ Financial management and strategic financial planning.</li> <li>▪ Strategic planning of premises matters</li> <li>▪ Leadership of people / teams.</li> <li>▪ Persuasive writing e.g. of successful bids for funding or similar.</li> <li>▪ Contract award and management</li> <li>▪ Developing and managing Service Level Agreements (SLAs)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change management projects.</li> <li>▪ Management of multi-disciplinary teams e.g. HR, ICT, Site &amp; Services.</li> <li>▪ Options appraisal.</li> <li>▪ Management of risk.</li> <li>▪ Successful project management and completion.</li> <li>▪ Financial Management in a School or Academy environment.</li> </ul>	<p>Application form.</p> <p>Selection event</p>

Knowledge and Skills	<ul style="list-style-type: none"> <li>▪ Effective presentational skills, both written and oral.</li> <li>▪ Knowledge of site and facilities management.</li> <li>▪ Ability to strategically influence decision making within the organisation.</li> <li>▪ Understanding of promoting positive relationships with the wider school community.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills</li> <li>▪ A creative thinker.</li> <li>▪ An understanding of national and regional factors that affect the role.</li> </ul>	<p>Application form</p> <p>Selection event</p>
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Highly developed interpersonal skills, including influencing, and willingness to constructively challenge the work of self and others.</li> <li>▪ Resilience, strong sense of duty, initiative and a can-do attitude.</li> <li>▪ Ability to project a calm and measured approach.</li> <li>▪ Leadership capacity.</li> <li>▪ Approachable, and a strong team player.</li> <li>▪ Ability to work under pressure and to meet deadlines.</li> <li>▪ Willingness to take a full role in the life of the school</li> <li>▪ Empathy with staff at all levels and with students.</li> </ul>		<p>Selection event</p> <p>Application form</p>
Safeguarding	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults in school</li> <li>• Commitment to Equal Opportunities</li> </ul>		