**Person Specification**

**School Business Director**

Please be aware that we are open to applications from individuals outside the school /academy sector. To support as inclusive and broad a response as possible, you will notice that there are as many entries under *Desirable* as *Essential* in all sections other than *Personal Qualities*. Whilst qualifications and experience are of course important, the personal qualities and skills are considered paramount, and are sound indicators of future potential in the role advertised.

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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications | * Educated to degree level or equivalent. | * An accountancy qualification at AAT level or higher. * Business qualification, e.g. ADSBM, DSBM, CSBM. * Note that support to undertake further study could be provided by the school. | Application form.  Certificated evidence of qualification. |
| Training | * Evidence of Continuing Professional Development (CPD). * Evidence of a commitment to your own CPD. | * Member of a relevant professional association. * Willingness to keep up to date in the education world, and the education business world. | Application form.  Selection event |
| Experience and Key Achievements | * Financial management and strategic financial planning. * Leadership of people / teams. * Persuasive writing e.g. of successful bids for funding or similar. | * Change management projects. * Competitive tendering. * Contract management. * Management of multi-disciplinary teams e.g. HR, Marketing, Facilities. * Options appraisal. * Management of risk. * Successful project management and completion. | Application form.  Selection event  Leadership at a strategic / high level. |
| Knowledge and Skills | * Presentational skills, both written and oral. * Ability to create and deliver systems and services applicable for school leadership.. * Ability to strategically influence decision making within the organisation. | * Excellent IT skills * An understanding of the world outside education. * A creative thinker – and understanding of national and regional factors that affect the role. * Understanding of promoting positive relationships with the wider school community. | Application form  Selection event |
| Personal Qualities | * Highly developed interpersonal skills, including influencing, and willingness to constructively challenge the work of self and others. * Resilience, strong sense of duty, initiative and a can-do attitude. * Ability to project a calm and measured approach. * Leadership capacity. * Ability to work under pressure and to meet deadlines. * Willingness to take a full role in the life of the school |  | Selection event  Application form |
| Safeguarding | * A commitment to safeguarding and promoting the welfare of children and young people |  |  |