



**PERSON SPECIFICATION**

The below is not an exhaustive list, nor is it essential to have detailed experience or expertise in every area. Most importantly we are looking for candidates who have the ability to support our vision and values and are keen to learn and develop themselves. It is important that there is a commitment to the education of young people and a desire to help them to achieve their potential and enjoy the educational journey, as well as a strong background in operational management.

	Essential	Desirable
<b>Qualifications and knowledge</b>		
<ul style="list-style-type: none"> <li>• First degree or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Further business-related qualifications</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Understanding of safer recruitment and safeguarding</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety regulations and practices Knowledge of Data Protection</li> </ul>	✓	✓
<b>Skills and experience</b>		
Proven track record of achievement in a senior role		✓
Strong project skills and change management experience		✓
Good interpersonal and communication skills		✓
Ambitious, both personally and for the school		✓
Able to inspire, challenge, motivate and empower others		✓
Good at thinking creatively to anticipate and solve problems		✓
Negotiation skills		✓
Demonstrates energy, enthusiasm and integrity		✓
Good organisational skills and ability to implement efficiencies		✓
Ability to see the big picture whilst not losing sight of the details		✓
Excellent numeracy, literacy and IT skills		✓

Headteacher: **Mrs. J Ogunmyiwa**

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