



Person Specification

Experience		
Qualifications in accounting such as Accounting Technician or qualified Accountant	Desirable	App/Int
Managing strategic plans	Essential	App/Int
Managing budgets, financial reporting, procurement, and fixed assets	Essential	App/Int
Financial analysis and reporting	Essential	App/Int
Working effectively with internal and external partners	Essential	App/Int
Workings in a strategic role in the education sector	Desirable	App/Int
Project management	Desirable	App/Int
Managing HR and H&S processes	Desirable	App/Int
Knowledge		
Financial management and accounting procedures	Essential	Int
H&S & HR policies/codes of practice/legislation	Essential	Int
An awareness and understanding of safeguarding responsibilities of all adults who work with children	Essential	Int
Financial management and accounting in an educational setting	Desirable	App/Int
Skills		
Higher level IT skills including excel spreadsheets	Essential	App
Ability to use initiative, prioritise, meet deadlines	Essential	Int
Excellent interpersonal skills	Essential	Int
Be an effective team player able to work collaboratively and effectively with others	Essential	App/Int
Ability to maintain a positive and professional demeanour	Essential	App/Int
Able to work effectively with the Headteacher and Senior Leadership Team	Essential	App/Int
Deal successfully with difficult situations that may include conflict management	Essential	Int



Work successfully with a range of external agencies	Desirable	App/Int
Demonstrate a commitment to:		
Promote the school's vision and ethos	Essential	App/Int
Relate positively to and show respect for all members of the school and wider community	Essential	Int/Ref
Safeguarding and child protection	Essential	App/Int
On-going relevant professional development	Desirable	App/Int
Personal Qualities		
Resilience	Essential	Int/Ref
Integrity	Essential	Int/Ref
Excellent communication skills	Essential	Int/Ref
Well-organised and able to work to deadlines	Essential	Int/Ref
Enjoys a challenge	Essential	Int/Ref
Self-motivated and able to motivate and inspire others	Essential	Int/Ref
Solution focused and flexible	Essential	Int/Ref
Child centred	Essential	Int/Ref
Self-awareness, knowledge of strengths and limitations	Essential	Int/Ref
Dependable and reliable	Essential	Int/Ref
Promotes and gives a positive image of the school	Essential	Int/Ref
Willing to work flexibly in terms of job roles and responsibilities	Essential	Int/Ref
Ability to manage self and others	Essential	Int/Ref
Receptive to new ideas and open to change	Essential	Int/Ref
High level of personal drive and energy	Essential	Int/Ref
Seeks aspirational goals	Essential	Int/Ref

Additional Requirements:

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service.
2	Additional criminal record checks if applicant has lived outside the UK.



3	Reference check.
4	An excellent record of attendance.
5	Online Social Media checks.

KEY

App Application form

Ref Reference

Int Interview process