



Personnel Specification
School Business Leader - PO2

Factor	Essential	Desirable	Means of Assessment
Experience	<ul style="list-style-type: none"> Significant experience of managing successful teams, including appraisal Experience of developing, implementing and maintaining new systems and procedures Excellent interpersonal skills, including the ability to consult and influence at senior levels Knowledge of school systems, associated policies and codes of practice including an understanding of relevant legislation Management and motivation of staff Project management Tendering and contract management Good understanding of confidentiality and data protection Familiarity of schools accounting systems 	<p>Experience of managing compliance to:</p> <ul style="list-style-type: none"> Health and Safety procedures and regulations Good knowledge of current employment law and HR best practices Successful experience in a similar role in another educational establishment Identifying and bidding for discretionary funding Experience of financial systems in school 	<p>Application form Interview References</p>
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C/Level 4 or above or equivalent Financial experience 	<ul style="list-style-type: none"> Degree in a relevant subject, equivalent qualification or significant experience in relevant discipline Financial qualification Evidence of study at a higher level 	<p>Application form Sight of original certificates</p>
Skills and Abilities	<ul style="list-style-type: none"> Strong interpersonal and people management skills Manage conflict to achieve positive outcomes Ability to maintain confidentiality A willingness to work in an environment with children Personal effectiveness, including time management and ability to prioritise deadlines 		<p>Application form Interview References</p>

	<ul style="list-style-type: none"> • Good written communication skills, the ability to communicate clearly and concisely in writing and orally • Ability to contribute to the strategic improvement plan considering resource allocation and lead some sections of its implementation • Ability to contribute to the vision, values, moral purpose, learning styles, leadership styles and ethos of the school and apply these to working practices for self and team needs • Ability to see the “big picture” and a visible desire to improve the outcome for children and young people • Excellent data analysis skills • Flexible and willingness to be adaptable • Excellent organisation skills • Accuracy and attention to detail • Negotiating and contracting skills • Diplomatic • Ability to self-reflect • Resilience and optimism • “Can do” mind set • A commitment to ongoing CPD 		
Knowledge and Understanding	<ul style="list-style-type: none"> • Excellent knowledge of Child Protection and Safeguarding practices when working with children • A commitment to promoting all aspects of safeguarding children. The post holder will require an enhanced DBS • Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school • Candidates should indicate an acceptance of and commitment to the principles underlying the School’s Equal Rights policies and practices 	<ul style="list-style-type: none"> • Knowledge of schools HR, financial and other aspects of schools business services to include management information systems 	Application form Interview References