



Person Specification: Director of Finance and Operations

	Essential or Desirable	Method* of Assessment
Qualifications		
Certificate of School Business Management	Essential	A
Good honours degree	Essential	A
Further professional qualifications eg accounting qualification	Desirable	A
Evidence of recent professional development	Essential	A
Diploma of School Business Management	Desirable	A
Experience		
Relevant, recent experience (at least 3 years) of senior leadership in a good or outstanding school	Desirable	A
Experience of working successfully with the Governing Body	Desirable	A
Experience of Human Resources processes (e.g. capability, disciplinary, grievances)	Desirable	A
Experience of leading operational systems in the school	Essential	A/I
Experience of effective quality assurance systems	Essential	A/I
Skills, knowledge, understanding		
Successful track record in using data to reflect sound financial practice	Essential	A/T
Experience of leading successful improvements and managing change at a whole school level	Essential	A
Proven record of leading effective professional development	Essential	A
Knowledge of the Ofsted framework	Essential	A
Knowledge and experience of leading of financial management in schools	Desirable	A/T
Knowledge and understanding of safeguarding best practice	Essential	A/T/I
Knowledge and understanding of leading health and safety best practice	Essential	A/T/I
Personal Qualities		
Capacity and enthusiasm for hard work	Essential	A/I
Able to work as part of a team whilst also being self-motivated	Essential	A/I
Emotional intelligence and ability to use appropriate leadership styles	Essential	A/T/I
Ability to work calmly under pressure and maintain a positive and optimistic attitude	Essential	A/I/T
Ability to manage and resolve underperformance	Essential	A/I
High levels of organisational skills including the ability to prioritise and manage time effectively	Essential	A/I/T
Ability to think strategically, analytically and creatively and demonstrate initiative in solving problems	Desirable	A/T
High level of communication, presentation and literacy skills	Essential	A/I/T

Ability to take firm decisions, and take responsibility for decisions	Essential	A/I/T
An absolute commitment to the belief that every child deserves the very best education	Essential	A/I/T
Ability to inspire, challenge, influence and motivate others	Essential	A/I/T
A passion for the values of non-selective education	Essential	A/I/T
A strong understanding of the current issues facing schools locally, nationally and internationally	Desirable	A/I/T
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential	A/I/T
A caring, considerate and respectful leader	Essential	A/I/T
An excellent health, punctuality and attendance record	Essential	A
An understanding of child protection and safeguarding	Essential	A/I/T
An understanding of the strategies for ensuring inclusion, diversity and access	Essential	A/I/T
Experience of effective whole school evaluation	Essential	A/I
An understanding of current national agenda developments	Essential	A/I
Other Requirements		
A commitment to on-going personal development and willingness to undertake appropriate training	Essential	A/ I
Appointment to the post is subject to a satisfactory enhanced DBS check	Essential	A

***Methods of Assessment:**

(A)Application

(I)Interview

(T)Tasks