

QUEENS PARK ACADEMY - Person Specification

| Education and training CRITERIA | Essential (E) Desirable (D) | Evidenced in |
|---|--|---------------------------------------|
| Professional qualification in relevant discipline To NVQ level 4. | E | Application |
| Graduate level School business qualification i.e. CSBM / DSBM /ADSBM | D | Application |
| Educated to GCSE (or equivalent) level C or above in English and Maths | E | Application |
| H&S qualification | D | Application |
| Project management experience | E | Application |
| Evidence of continuous professional development | E | Application |
| Relevant Experience | | |
| Experience of leading financial planning at a senior level in either a school or organisation | E | Application |
| Experience of staff leadership and management, including evidence of achieving performance improvement across teams | E | Application |
| Successful track record of managing complex, significant projects from inception to completion | E | Application |
| Experience working as part of a senior team | D | Application |
| Experience of using accounting software to set and monitor budgets and financial reports | E | Application |
| Experience of asset and facilities management | D | Application |
| Experience in an educational setting | D | Application |
| Track record of successful income generation and leadership of fund and profile raising activities | D | Application |
| Experience of interpreting government legislation and policy | E | Application |
| Knowledge | | |
| Financial management processes and systems in a complex people- orientated organisation | E | Application |
| Awareness of current IT developments | D | Application |
| Current health and safety legislation and how it relates to the duties of this job | E | Application |
| Advanced understanding of personnel procedures and relevant employment legislation | E | Application |
| Effective communication and interpersonal skills | E | Application |
| GDPR issues and confidentiality requirements | E | Application |
| Equality and diversity legislation and how it applies to this job | E | Application |
| Skills, Abilities and Attributes | | |
| Excellent communication skills at all levels including the ability to communicate sensitively and appropriately with children and families | E | Application Interview reference |

| | | |
|---|---|---------------------------------|
| Ability to prioritise and produce complex financial information and reports, working to tight deadlines | E | Application Interview reference |
| | | |
| Strong numeracy skills | E | Application Interview |
| Strong IT skills across all common and industry specific programmes | E | Application Interview |
| Strong financial analysis and risk management skills | E | Application Interview |
| Demonstrate ability to work strategically and to seek and implement creative solutions | E | Application Interview |
| Inspirational leadership skills, utilised to challenge colleagues, peers and teams and lead a team in the allocation of work and performance management | E | Application Interview |
| A track record of establishing and maintaining excellent internal and external organisational working relationships | E | Application Interview |
| Resilience within highly pressured environments | E | Application Interview |
| Commitment to equality | E | Application Interview |
| Ability to make and substantiate difficult decisions | E | Application Interview |
| A commitment to safeguarding and promoting welfare for all | E | Application Interview |
| Exemplary levels of integrity | E | Application Interview reference |
| Ability to adapt and be flexible to the needs of the wider life of the school | E | Interview |