

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Relevant qualification long standing experience - ideally in business management or a related discipline, time served/experience in school in school admin and finance</li> <li>➤ CSBM or DSBM</li> <li>➤ A school business management qualification e.g. level 4 diploma in school business management</li> <li>➤ Evidence of health and safety/compliance training/ Evidence of school governance training</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ D</li> <li>➤ D</li> <li>➤ D</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful senior finance and administrative role</li> <li>➤ School, or in a relevant field outside education</li> <li>➤ Involvement in school self-evaluation and improvement planning</li> <li>➤ Line management experience</li> <li>➤ Contributing to staff development</li> <li>➤ Working with children or young people</li> <li>➤ Involvement and understanding of working with Human Resources</li> <li>➤ Leading on data protection in workplace</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ D</li> <li>➤ E</li> <li>➤ D</li> <li>➤ E</li> <li>➤ E</li> <li>➤ D</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of financial management</li> <li>➤ Extensive knowledge of complex financial procedures, regulations and business management (including HR)</li> <li>➤ Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy</li> <li>➤ Excellent attention to detail</li> <li>➤ Previous use of SIM /FMS</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Understanding of data protection and confidentiality</li> <li>➤ Ability to lead on aspects of Safeguarding in school, including safe recruitment and new staff induction</li> </ul>	<ul style="list-style-type: none"> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> <li>➤ D</li> <li>➤ E</li> <li>➤ D</li> <li>➤ E</li> <li>➤ E</li> <li>➤ E</li> </ul>

