

Weald and Downland Schools Federation

School Business Professional Person Specification

CRITERIA	QUALITIES
Qualifications and training	➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline ➤ Knowledge and experience of relevant administrative systems and specialist ICT packages. ➤ Desirable - Working at or towards national occupancy standards (NOS) in business and administration and knowledge/skills equivalent to current national qualifications Level 4
Experience	➤ Significant experience in administrative/finance roles ➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development ➤ Working with children or young people
Skills and knowledge	➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Experience of using school financial systems and processes ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality ➤ Experience of effective line management of staff.
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Foreword thinking and a passion for school improvement.