

JOSEPH LECKIE ACADEMY: SCHOOL FINANCE AND ADMINISTRATION MANAGER: PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	Recognised management/business/finance degree /accountancy qualification or equivalent related professional qualification. GCSE grade minimum C or equivalent English and maths	School Business, Finance, Administration and/or HR specific qualification e.g. DSBM, CSBM. ADSBM or Masters in School Business Management or Accountancy qualifications	Certificates Application form
Training	Evidence of Continuing Professional Development.	Member of National Association of School Business Management or other professional associations	Application form
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing facilities and people. Human Resources Management.	Managing within an educational environment. Managing at least at Middle Management Team level.	Application Form Interview
Knowledge and Skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national and regional educational or related services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making. Able to use a range of ICT packages. Knowledge of Child Protection and Safeguarding matters.	Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community. First Aid Qualification	Application Form Interview
Personal characteristics	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines.		Application Form Interview

