**THE HERMITAGE ACADEMY**

**POST OF DIRECTOR OF FINANCE AND OPERATIONS - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Professional Development** |  | * Appropriate financial qualification * degree or equivalent qualification * To be studying towards a qualification in school business management | * Application form * Certificates |
| **Experience** | * Experience of team leadership * Experience of working in a lead finance role in an Academy or significant finance and operations experience outside of education or in a maintained school * Demonstrable experience of leading of operational budgets for developing innovative approaches to resource management * Experience of working effectively with a wide range of external partners | * Experience of working in a wider context than an individual school * Experience of responsibility for whole school development * Successful experience in the submission of bids securing funding in the public sector | * Application form * Letter of application * Interview |
| **Personal Qualities, Skills and Characteristics** | * Build and maintain effective relationships through effective interpersonal skills * To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working * An ability to be ambitious and aspirational for self and others in the organisation * Respect for young people and their needs * Excellent leadership, motivational and communication skills * Inspire, challenge, motivate and empower others * Think creatively to anticipate and solve problems * Build on current good practice whilst moving the school forward with vision and vigour * Inclusive approach to education * Manage and resolve conflict * Work under pressure, maintaining a sense of perspective and humour * Commitment, honesty and dedication * Resilience and tenacity |  | * Letter of application * Interview |
| **Knowledge/** | * A thorough and accurate understanding of accounts and budgeting * Knowledge of HR, Health and Safety, IT and Education Funding Agency (EFA) requirements * Excellent knowledge and understanding of diversity and equality requirements * A working knowledge of Health and Safety legislation * An understanding of school management issues and the role of the Governing Body * Knowledge of property and ground maintenance | * Knowledge of current educational trends, curriculum developments and educational initiatives * working knowledge of appropriate financial software * sound technical understanding of school leadership issues and Company House and charity sector legislation pertaining to the Academy sector | * Letter of application * Interview |
| **Skills/ Special Aptitudes** | * Ability to think strategically * A track record of developing other people and being an strong and approachable leader * An ability to analyse data and evidence of higher level ICT skills * Excellent written and verbal communication * Exceptional planning and organisational skills including managing deadlines * An ability to use initiative and prioritise work * An ability to interpret legislation and regulations * An ability to consult and share decision making with the senior team |  | * Letter of application * Interview |
| **Other** | * Sense of humour * Good health and attendance record * Outstanding references | * Category D1 on driving licence | * Letter of application * Interview * References |