**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
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| **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
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| **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
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| **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
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| **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
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| **Other** | * Sense of humour
* Good health and attendance record
* Outstanding references
 | * Category D1 on driving licence
 | * Letter of application
* Interview
* References
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