



St. Joseph's Catholic Primary School

Holloway Hill, Malmesbury, Wiltshire, SN16 9BB
 T: 01666 822776 E: head@st-josephs-malmesbury.wilts.sch.uk

Person Specification

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application **I** Interview **R** References

	Criteria	Source	Essential (E) or Desirable (D)
Education & Qualifications			
1	Preferably a degree or similar professional qualification – ideally in accountancy, business management or a related discipline	A	D
2	A school business management qualification or can demonstrate experience in the role	A, I, R	E
Experience			
3	Successful leadership or management experience in a school, or in a relevant field outside education	A, I, R	E
4	Proven experience of strategic planning, budget monitoring, cash management and procurement	A, I, R	E
5	Proven experience of producing a variety of financial and/or management reports, including the production of key data for Headteachers' and Governors' Reports	A, I, R	E
6	Experience of networking and building relationships with other stakeholders or related organisations	A, I	E
7	Line management experience	A, I	E
8	Experience of change management	A, I	D
9	Experience of contributing to staff development	A, I	D
Skills, Abilities & Knowledge			
10	Expert knowledge of financial management, including relevant policies, legislation and Codes of Practice relating to education	A, I, R	E

11	Knowledge of relevant legislation (e.g. GDPR, Data Protection, Equal Opportunities, etc)	A, I	E
12	Excellent attention to detail	A, I	E
13	Experience in providing personnel and payroll advice, or liaising with HR service providers	A, I	E
14	Experience in providing legal advice relevant to the role, or liaising with relevant service providers	A, I	E
15	Experience of managing Health & Safety, Fire & Risk Assessment legislation in schools	A, I	E
16	Previous use of school financial management software, e.g. SIMS or similar databases	A, I	E
17	Effective communication and interpersonal skills, with evidence of effective teamworking	A, I	E
18	Ability to communicate a vision and inspire others	A, I	E
19	Ability to build and maintain effective working relationships with staff and other stakeholders	A, I	E
Personal Qualities			
20	Commitment to promoting the values and ethos of the school and achieving the best outcomes for all pupils	A, I	E
21	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	A, I	E
22	Ability to work under pressure and prioritise effectively	A, I	E
23	Commitment to maintaining confidentiality at all times	A, I	E
24	Commitment to safeguarding and equality	A, I	E
25	A willingness to challenge others to produce positive outcomes	A, I	E
26	Flexibility, adaptability, creativity	A, I	E

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to qualifications and experience checks and satisfactory references.