

PERSON SPECIFICATION
JOHN COLET SCHOOL
HEAD OF FINANCE AND BUSINESS

Qualifications

- Financial qualification or considerable relevant financial experience (essential)
- Achieved or working towards the Diploma in School Business Management (or equivalent professional level management qualification) (desirable)

Previous Work Experience

- Financial including budget setting, tendering and setting up contracts (essential)
- Relevant experience at a strategic professional level (essential)
- Experience as a company secretary (desirable)
- Experience of preparation of statutory accounts/audits (desirable)

Professional Knowledge Skills & Experience

- Regular experience in the operation of financial software and the preparation and scrutiny of financial information (essential)
- Experience of tendering and setting up contracts (desirable)
- Overview of health and safety requirements in an organisation (highly desirable)
- Knowledge of safeguarding in school (desirable)

People Management Skills (all essential)

- Demonstrable ability and experience of leading a team
- Good listener
- Fair but challenging so that high standards are achieved
- Able to work professionally with other stakeholders and external agencies

Other Personal Qualities (all essential)

- Organised with excellent time management skills
- Ability to prioritise
- Attention to detail
- Ability to work within tight financial constraints
- Enjoys working with young people