



	<ul style="list-style-type: none"> <li>• At least 5 years' experience of development, management and operation of administrative systems, including taking accurate minutes.</li> <li>• Extensive experience of line management of staff.</li> </ul>			
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of the importance of safeguarding / child protection when working in a school setting.</li> <li>• Have a full understanding and knowledge of the legislative framework for schools and education</li> <li>• To be able to demonstrate strong effective leadership and management skills with experience of strategic planning including business planning and the ability to make a strategic contribution to the schools leadership team</li> <li>• To be able to demonstrate strong leadership skills and have the experience of identifying clear goals and deliver positive outcomes through effective performance management arrangements</li> <li>• Knowledge of data protection and understanding of the importance of maintaining confidential information.</li> <li>• Full working and in depth knowledge of relevant policies/codes of practice and legislation</li> <li>• In depth knowledge of financial management, financial regulations and good finance practice.</li> <li>• Ability to interpret advice/statue and devise policy/practice in the light of these.</li> </ul>	<p><b>Application Form/Interview Test/presentation at interview</b></p>		<p><b>Application Form/Interview</b></p>

<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to evaluate and develop administrative systems to create more efficient practises.</li> <li>• Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues.</li> <li>• Ability to effectively present complex written and verbal information to a variety of audiences (internal and external).</li> <li>• Fully competent in the use of IT packages e.g. Microsoft Word, Excel, Access and Outlook</li> <li>• Excellent communication, negotiation and persuasion skills, with internal and external audiences.</li> <li>• Ability to work as part of team, understanding schools roles and responsibilities and your own position within these.</li> <li>• Ability to organise, lead and manage a multi-disciplinary team effectively.</li> <li>• Ability to promote a positive ethos and be an effective role model.</li> <li>• Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> </ul>	<b>Application Form/Interview Test/presentation at interview</b>		
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to attend meetings out of school hours.</li> <li>• Willingness to participate in relevant training and development opportunities.</li> </ul>	<b>Application Form/Interview</b>		

	<ul style="list-style-type: none"><li>• Flexible in approach and able to meet the changing demands of the role.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>			
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