



## Gartree High School Personal Specification

### School Business Leader

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education and Qualifications</b>   |           |           |
| Relevant professional qualification   | √         |           |
| Educated to degree level in a business related discipline   |           | √         |
| Educated to A level and can demonstrate evidence of further study or education  | √         |           |
| <b>Experience</b>   |           |           |
| Experience in a management role covering various business disciplines and team related goals  | √         |           |
| Evidence of successful management of projects and priority works programmes   | √         |           |
| Able to provide evidence of managing people and teams successfully and building Successful working relationships  | √         |           |
| Proven experience in the ability to tender and procure projects and services and deliver successful contracts through the appropriate procurement method.             | √         |           |
| Experience of managing contracts to ensure best value and maximum efficiency that serves the needs of the school or organisation                                      | √         |           |
| Experience of working in the education sector   |           | √         |
| <b>Knowledge and Skills</b>   |           |           |
| Good knowledge of Health and Safety policies and practices  | √         |           |
| Ability to manage a complex set of priorities and juggle tasks accordingly  | √         |           |
| A sound understanding of the legal and contractual aspects of human resource management   |           | √         |
| Ability to build successful working relationships with a wide range of internal & external stakeholders   | √         |           |
| Excellent written and verbal communication skills with the ability to communicate contractual and financial information to both technical and non-technical audiences | √         |           |
| High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations  | √         |           |
| Competent in the use of Microsoft Office suite, and able to learn new software systems  | √         |           |
| Possess a full driving license and have use of a vehicle for business purposes  | √         |           |
| Able to understand and analyse data to identify options and propose an appropriate course of action   | √         |           |
| <b>Personal Attributes</b>  |           |           |
| Able to operate with the highest standards of personal/professional conduct and integrity   | √         |           |
| Collaborative and able to engage and influence others   | √         |           |
| Sound judgement and decision maker – resilient and confident in using own initiative  | √         |           |
| Eligible to live and work in the UK   | √         |           |
| Have a calm but purposeful manner that inspires productivity and resourcefulness in others  | √         |           |
| Willing to work flexibly in accordance with policies and procedure to meet the operational needs and core values of the Trust   | √         |           |
| A commitment to safeguarding and promoting welfare of children and young people   | √         |           |