



PARKLANDS NURSERY SCHOOL

<b>Qualifications</b>	Essential	Desirable	Application	Interview
1. Educated to Degree level or equivalent with a good level of numeracy and literacy		Y	A	
2. Knowledge of computerised Accounts software	E		A	I
3. Knowledge of Educational SIMS, FMS	E		A	I
4. Professional financial or business management qualification or extensive experience	E		A	I
<b>Experience</b>				
5. Leadership experience	E		A	I
6. Proven track record of successful management of people, finance, HR and administration, resources; and of delivery of service.	E		A	I
7. Understanding of charity, employment and legislation.	E		A	I
8. A knowledge of budget setting	E		A	I
9. Experience of Financial Audits	E		A	I
10. Experience of work in Schools		D	A	
<b>Organisational skills</b>				
11. Ability to handle data accurately including complex financial data and to pay close attention to detail.	E		A	I
12. Ability to conduct staff appraisals and identify support and training where necessary		D	A	I
<b>Professional competencies</b>				
13. Ability to work loyally in a team under the leadership of the SSBM and Executive Head teacher	E		A	I
14. Ability to motivate, enthuse and drive forward individuals and teams to achieve high performance	E		A	I
<b>Personal Attributes</b>				
14. Drive and tenacity and an appetite for hard work	E			I
15. Commitment to personal and professional development	E		A	I
17. Innovative and willing to think wider		D		I