



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Teaching School Commercial and Compliance Manager

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Highly literate and numerate	E	Application
Proficient in the use of IT to perform tasks efficiently, including Microsoft Excel	E	Application
Experience of preparation of financial reports and audit documents	E	Application
Excellent communication skills, both written and verbal	E	Application
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Ability to design and implement commercial and compliance systems. This includes the ability to provide support and training to staff affected, and to hold others to account for implementation of the systems	E	Application
Strong organisational skills	E	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Application Interview
Ability to reflect on own practice, critically evaluate and plan strategically for improvement	E	Application Interview
Experience of securing effective professional development for oneself	E	Application Interview
Good interpersonal skills with strong two way communication	E	Application Interview
Ability to inspire, and motivate others	E	Application Interview
Ability to work as a member of a team, make decisions, implement them and be accountable	E	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview
Ability to act as a positive advocate for the Sheffield SCITT and Hallam Teaching School	E	Application Interview
Understanding of the work of the Sheffield SCITT and Hallam Teaching School	D	Application Interview

Personal qualities, values and attributes

Values all people equally	E	Application Interview References
Conducts oneself with humour, diplomacy and integrity	E	Application Interview References