

Employee Specification Form

Employer:	Oak Trees Multi Academy Trust
Job Title:	Headteacher
Host School:	Greasby Junior School
Prepared by and date:	Tony Lacey – Mar 2026

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> • A degree or equivalent qualification • Recognised teaching qualification 	App App	<ul style="list-style-type: none"> • Evidence of further relevant study • NPQH or similar leadership training (or willingness to work towards qualification) 	App/Int App
Experience <ul style="list-style-type: none"> • Recent successful experience as a Headteacher/Deputy within a junior/primary school setting • Experience of recent school to school support/collaboration • Experience of leading and managing people/staff to bring about improvement through positive change • Have a thorough knowledge and experience of the current Ofsted inspection framework. • Experience of working and engaging effectively with governors, parents and other professionals • Successful experience of monitoring, evaluating and improving quality of teaching and learning resulting in positive impact on outcomes • Experiencing of successfully leading whole school improvement • Experience of writing and or contributing to the School development plan and School self evaluation 	App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> • Evidence of leading and managing whole school innovation and change • Experience of using pupil premium to diminish the difference. • A range of curriculum management/responsibilities, which have resulted in consistent career progression • Relevant and recent CPD on a variety of educational topics 	App/Int App/Int App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> • Clear personal philosophy of education. • Knowledge of the particular positives and challenges of being a Junior School • Knowledge of Strong Foundations and the implications for Junior Schools • Knowledge of Oak Trees MAT, our values and aims etc. • Evidence of leadership in a significant role that has raised standards of teaching and learning. • The ability to engage parents and other professionals to promote the community ethos of the school. • Ability to understand the implications of budgeting and financial procedures • Has an effective understanding and use of Performance Management to ensure all staff make an appropriate contribution to the whole school developments. • Up to date knowledge and understanding of the relevant legislation and good practice in relation to the protection and safeguarding of children and young people. • Proven excellence as a classroom teacher across a Primary School. 	App/Int Int App/Int App/Int Int App/Int Int App/Int	<ul style="list-style-type: none"> • Able to articulate a clear personal vision for the school and its development over the next five years. • Confidence and competence in ICT and its effective use for administrative and curriculum purposes. • Knowledge of Multi Academy Trusts, how they work and implications of being a Headteacher in a MAT 	App/Int App/Int App/Int

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<ul style="list-style-type: none"> • Knowledge and understanding of multi academy trusts 	App/Int		
<p>Special Requirements</p> <ul style="list-style-type: none"> • Excellent communication and personal skills with a willingness to engage with all stakeholders and teams • Ability to communicate well with all stakeholders. • Commitment to maintain positive links with school networks and within the Oak Tree Multi Academy Trust • A warm empathetic forward thinker with initiative • Willingness to demonstrate the vision and values of Oak Trees MAT on a daily basis • Willingness to contribute to the overall MAT development and vision beyond the school 	App/Int App/Int App /Int	<ul style="list-style-type: none"> • A clear understanding of the current SEND legislation 	App/Int

NB. Candidates must meet essential requirements to apply.

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc