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|  | **Essential**  | **Desirable**  |
| **Qualifications** | Relevant qualification in Business Management or related subject(s)**and** Experience of working in a relevant organisation (preferably a residential SEN school or college).  Commitment to professional development  Willingness to learn about Deaf awareness and related Deaf issues.  | Diploma in School Business Management or equivalent qualification/experience Financial Management qualification or equivalent experience Human Resources and/or Facilities Management qualification or equivalent experience  NEBOSH National General Certificate in Occupational Health and Safety  ‘Managing Safely’ - IOSH qualification   |
| **Experience, Knowledge and Aptitude** | Applicants will be expected to have most of the following:Experience and evidence of working within a business management environment and managing teams.Experience and evidence of strategic planning.Experience of managing finance functions, budgets and have a working knowledge of statutory and regulatory issues.Experience and evidence of managing human resources.Experience and evidence of managing health and safety.Experience and evidence of building relationships with stakeholders. [ ]  Experience and evidence of project management including all aspects of process development and execution. [ ]  Experience and evidence of delivering projects on time and on budget. [ ]  Experience and evidence of managing contractual arrangements. [ ]  Excellent Information Technology skills [ ]  | Experience and evidence of managing within an educational environment Experience and evidence of managing within an NGO or not-for-profit charitable organisation Experience and evidence of managing a large team at a Senior Management level.  An understanding of the appropriate health and safety legislation for building projects (eg CDM Regulations) Experience and evidence of liaison and negotiation with local and central government  Experience of financial softwareLived experience in the Deaf community |
| **Communication** | Experience and evidence of effective communication to a range of audiences.  Experience and evidence of report writing and presentations. Ability to provide clear information and advice to staff, governors and trustees.  |  |
| **Skills, Qualities and Abilities** | A commitment to equal opportunities and anti-discriminatory practices.  Strong presentation and communication skills  Ability to develop and maintain key relationships. Strong analytical skills. High standards of personal conduct, credibility, honesty and integrity that inspires loyalty and trust.  Ability to use own initiative and be self-motivated, and to work independently and as part of a team and good organisational skills. Demonstrate a positive attitude, drive and adaptability to changing situations [ ]  Ability to organise work, prioritise tasks, make decisions and manage time effectively. [ ] Ability to learn and apply new technologies, with appropriate training [ ]  Good analytical and commercial awareness [ ]  Ability to sustain good working relationships with colleagues, external organisations, members of the wider school community. [ ]  Ability to maintain confidentiality and act with discretion and tact at all levels of contact. [ ]  Ability to negotiate with stakeholders [ ]  | The ability to develop new ideas and translate into action and results.  |
| **Additional Factors** | Availability to travel and to attend events and meetings.  | Full, current and clean Driving licence |