



## Deputy Business Director – Person Specification

	Essential	Desirable
<b>Experience, Education &amp; Understanding</b>		
Educated to degree level or equivalent	X	
Significant experience of senior leadership & management role(s) within one or more organisations	X	
Experience of managing more than one area of business e.g. Estates; IT; HR etc.		X
Qualified or part qualified/equivalent experience in leading H&S, HR and IT department	X	
Knowledge of Microsoft package e.g. Office, Excel, Word, PP	X	
Familiarity with education or not for profit financial governance		X
Familiarity with Academies Financial Handbook		X
Experience of writing clear business English for business critical situations	X	
<b>Personal Skills and Attributes</b>		
Able to act professionally and discreetly with all levels of colleagues and customers	X	
Approachable and supportive	X	
Ability to learn quickly and share knowledge	X	
High level of personal organisation and ability to meet deadlines	X	
Self-reliant	X	
Willingness to be flexible in approach	X	
Resilient	X	
Problem solver and solutions-focused approach	X	
Ability to explain processes and provide advice clearly	X	
Full driving licence & ability to travel between sites	X	
DBS check	X	
Sense of humour	X	

