



# Braidwood School

Bromford Road, Birmingham, B36 8AF

## Head of Resources

Salary: GR6

**Start Date: As soon as possible.**

**This role is permanent, 36.5 hours per week all year round.**

Braidwood is a highly successful school for deaf pupils aged between 11 and 19.

The Head of Resources is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in their duty to ensure that the school meets its educational aims.

We are seeking an individual who has:

- A working knowledge of SIMS and FMS (preferred).
- Excellent interpersonal and organisational skills.
- The ability to work under pressure.
- Excellent literacy, numeracy and ICT skills.

Your duties will include:

- Leadership and Strategy.
- Financial Management.
- Premises and Health and Safety Management.
- ICT and Information Management.

All staff are fully supported in gaining British Sign Language skills

If you think you will be an asset to our school further details and an application pack are available to download from the school website: [www.braidwood.bham.sch.uk](http://www.braidwood.bham.sch.uk)

**Closing date for applications: Monday 6<sup>th</sup> May at 12 noon**

If you have not heard from us by Friday 10<sup>th</sup> May 2024, you can assume that you have not been shortlisted. Interviews will be held week commencing 13<sup>th</sup> May 2024

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. Braidwood Trust School for the Deaf is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants along with online checks.