



PERSON SPECIFICATION- Academy Operations Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Degree or equivalent experience	D	Certificates
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Experience of managing/supervising high performing administrative teams to deliver objectives	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Experience of line managing teams and complex people situations	E	
<input type="checkbox"/> Experience of budget ownership and management, using financial systems to monitor and evaluate business operations	E	
<input type="checkbox"/> Experience of providing a customer focused support service, working with internal and external partners	E	
<input type="checkbox"/> Experience of supporting of Health and Safety within a complex setting	E	
<input type="checkbox"/> An understanding of the Single Central Record for Safeguarding	E	
<input type="checkbox"/> An understanding of Safer Recruitment Procedures	D	
<input type="checkbox"/> Knowledge of marketing strategies and the use of social media to support business opportunities	D	

<input type="checkbox"/> An understanding of strategic leadership in Education	D	
<input type="checkbox"/> Experience of working in support services within an Academy Setting	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent problem solving	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent tact and diplomacy and ability to be discreet and confidential	E	
<input type="checkbox"/> Self -motivated and flexible approach to work	E	
<input type="checkbox"/> Excellent decision making skills and ability and willingness to make difficult decisions	E	
<input type="checkbox"/> Leadership and people management skills	E	
<input type="checkbox"/> Excellent staff motivation skills	E	
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Ability to communicate effectively with all stakeholders	E	
<input type="checkbox"/> Current proficient IT skills	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Personal enthusiasm, integrity and professionalism	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/

<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	Task (if applicable)
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	Task (if applicable)