



PERSON SPECIFICATION

Post title:	Academy Operations Manager
Academy:	Oxclose Community Academy
Reporting to:	Headteacher
Salary/pay range:	PO3 NJC pay points 32 – 35
Hours of work:	37 hours per week, all year round

The successful candidate will meet the criteria detailed within this person specification. 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
Relevant degree in business management, financial management, project management or equivalent experience	X		Application
Project management qualification or equivalent experience	X		
Financial qualification such as AAT or equivalent experience	X		
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	How Identified
Experience of working within an educational setting		X	Application Interview Task
Experience of managing/supervising high performing administrative teams to deliver objectives	X		

Experience of line managing teams and complex people situations	X		
Experience of budget setting, ownership and management, using financial systems to monitor and evaluate business operations	X		
Experience of providing a customer focussed support service, working with internal and external partners	X		
Experience of supporting of Health and Safety within a complex setting	X		
An understanding of the Single Central Record and safeguarding requirements within an academy		X	
An understanding of Safer Recruitment Procedures		X	
Skills	Essential	Desirable	How Identified
Leadership and people management skills	X		Application Interview Task
Project management skills and able to identify problems and implement solutions effectively	X		
Excellent decision-making skills and ability and willingness to make difficult decisions	X		
Excellent tact and diplomacy and ability to be discreet and confidential	X		
Proficient IT skills and able to use Microsoft systems include 365, Word, Excel, etc.	X		
Ability to prioritise workload effectively to meet deadlines	X		
Ability to communicate effectively with all stakeholders	X		
Equal Opportunities	Essential	Desirable	
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		