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| **Director of Operations**  **Person Specification** | | | |
|  |  | **Essential/**  **Desirable** | **Assessment Stage** |
| **Strategic Leadership** | Leadership experience within an educational or vocational setting | **E** | Application, Interview |
| Evidence of collaborative and inspirational leadership skills | **E** | Application, Interview |
| Proven ability to generate and deliver collective strategic vision and shared purpose | **E** | Application, Interview |
| Proven ability to develop, communicate and successfully implement strategies | **E** | Application, Interview |
| Proven ability to identify and successfully generate income through bid submissions | **E** | Application, Interview |
| Proven ability to liaise with school leaders, LA’s and external organisations successfully through a period of significant change | **E** | Application, Interview |
| Ability to deliver a growth agenda in a dispersed and complex organisation | **E** | Application, Interview |
| Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders | **E** | Application, Interview |
| **Communication** | Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders, | **E** | Application, Interview |
| Outstanding influencing and communication skills to build and nurture effective relationships with DfE, ESFA, Headteacher, Senior Management and LA’s | **E** | Application, Interview |
| Efficient chair of meetings | **E** | Application, Interview |
| Strong networking skills | **E** | Application, Interview |
| Exemplary oral and written communication skills | **E** | Application, Interview |
| **Experience and Knowledge** | A proven track record of successful leadership and project management. | **E** | Application, Interview |
| Significant understanding of Health & Safety legislation and compliance | **E** | Application, Interview |
| Experience of developing, managing and monitoring large budgets and delivering projects within agreed spending targets. | **E** | Application, Interview |
| Outstanding business acumen and experience of developing successful business relationships | **E** | Application, Interview |
| Ability to interpret statistical data. | **E** | Application, Interview |
| Proven high level organisational skills | **E** | Application, Interview |
| Experience of developing, leading and managing capital spending strategies and asset management. | **E** | Application, Interview |
| Experience of maximising assets and realising savings. | **E** | Application, Interview |
| **Leadership of Staff** | Proven ability to lead, motivate, enthuse, and drive forward individuals and teams to achieve and sustain high performance. | **E** | Application, Interview |
| Proven ability to create, build and retain effective staffing structures | **E** | Application, Interview |
| Able to challenge, motivate and lead others to create a forward-thinking organisation committed to improvement. | **E** | Application, Interview |
| **Personal Skills and Attributes** | Exceptional programme and project management skills. | **E** | Application, Interview |
| Ability to analyse, evaluate and interpret information to make critical organisational decisions. | **E** | Application, Interview |
| Commitment, drive, innovation and integrity. | **E** | Application, Interview |
| Ability to work across multiple sites with some travelling between settings. | **E** | Application |
| Ability to attend Board and Committee meetings outside normal working hours | **E** | Application |
| Ability to organise own workload to meet conflicting deadlines within fixed timescales | **E** | Application |
| Experience in the use of Microsoft Office 365 including SharePoint, Arbor, iTrent, Unit 4 (formerly Agresso) | **D** | Application |
| Understanding of, and commitment to, equality and diversity | **E** | Interview |
| **Education & Professional Qualifications** | 5 GCSE’s or equivalent A\*-C including Maths and English at grade C or higher | **E** | Application |
| Level 4 ILM Diploma for School Business Managers or equivalent qualification or willingness to work towards with the support of the Trust or willingness to complete this course if substantial experience already exists | **D** | Application |
| Evidence of relevant recent professional development | **E** | Application |
| IOSH Managing Safely Trained | **D** | Application |