

Person Specification for the post of Operations Manager with Maths Hub

FTE SCP 23-25 £33.366 to £35,235

Actual Salary Term time plus 1 week and holidays = 44.6 weeks = £28,539 to £30,138

CRITERIA	ESSENTIAL/ DESIRABLE	WHERE MEASURED
Knowledge 1 Knowledge of general clerical work 2 Knowledge of working with the public 3 Knowledge of Microsoft Office 4 Knowledge of Finance Systems and financial regulations	Essential Essential Essential Essential	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Skills & Abilities 1 Demonstrates excellent communication skill 2 Demonstrate excellent telephone skills 3 Demonstrate excellent IT skills and willingness to learn new software packages including Finance 4 Ability to work as part of a team 5 Self motivated and highly organised 6 Can drive and has access to a vehicle	Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Application and Interview Application Form
Experience 1 Experience of working within an office environment 2 Experience of carrying out clerical duties 3 Experience of working in an education environment 4 Ability to demonstrate experience of working and/or building teams	Essential Essential Desirable Essential	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview