

Job Title: Operations Manager

Method of Assessment (MOA): AF: Application Form, I: Interview, T: Test or Task

	Essential	Desirable	MOA
Qualifications and Professional Development			
Estates Management, Facilities Management, of Health and Safety Qualification (such as IWFM, NESBOSH, IOSH or equivalent)		Y	AF
Evidence of further training and professional development	Y		AF
Experience and knowledge			
Excellent knowledge of statutory compliance and building legislation	Y		AF/I
Experience of working in the education sector/in schools		Y	AF/I
Experience of critical incident and business continuity planning		Y	AF/I
Experience of managing facilities staff including site management, caretaking and cleaning			AF/I
Skills & Abilities			
Strong interpersonal and communication skills	Y		AF/I
Good IT skills, including the use of Office 365 and compliance software	Y		AF/I
Managing reactive and planned and preventative maintenance across multiple sites	Y		AF/I
Managing capital projects and budgets	Y		AF/I
Managing contractors and contracts, ensuring high quality work is delivered to specification and budget	Y		AF/I
Other			
A commitment to safeguarding and the wellbeing of young people and staff	Y		AF/I
To have a high level of personal integrity	Y		AF/I
A commitment to the ethos of the Think Differently Education Trust and the Trust's mission and values	Y		AF/I
An awareness and understanding of, and commitment to, equal opportunities	Y		AF/I
An awareness of the issues involved in the education of SEND		Y	AF
Current driving licence and access to a vehicle	Y		AF

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and



**Think
Differently**
Education Trust

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updates. You will also be required to provide written consent for the employer to access this information at any time.

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.

The Think Differently Education Trust undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.