



Operations Manager

Person Specification

Knowledge and Skills	Essential	Desirable	Assessed by
Able to assist in the development of policies and implement new procedures in line with the needs of the school	✓		A I
Ability to build and form good relationships with colleagues, and other professionals	✓		A I
Able to lead, develop and motivate a team of staff, delegating duties as required	✓		A I
Able to communicate effectively with parents, carers, and the local community	✓		A I
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	✓		T
Excellent verbal and written communication skills	✓		A I
Ability to proficiently use MS office software packages, including Excel and other MIS	✓		T
Knowledge and understanding of methods of ordering, contracts, purchasing and value for money	✓		A T
Numeracy skills to undertake the financial duties of the post	✓		T
Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information	✓		T
An understanding of health, safety, and security issues in schools		✓	A I
Qualifications and Experience			
Evidence of business or administrative experience to support the day to day operation of an establishment with financial constraints	✓		A I
Experience of managing change and implementing new systems/procedures/controls	✓		A I
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		A I
Evidence of effective leadership and line management of staff including a team	✓		A I
GCSE at A* - C in English and Mathematics or equivalent	✓		A
Significant business management or school experience	✓		A



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Personal Qualities	Essential	Desirable	Assessed by
Excellent interpersonal skills with ability to maintain strict confidentiality	✓		A R
A diplomatic and patient approach	✓		I R
An ability to cope with interruptions and remain calm under pressure	✓		I R
Ability to follow direction and work in collaboration with the Leadership Team	✓		A R
Initiative and ability to prioritise one's own workload and that of others to meet deadlines	✓		A I R
Ability to evaluate own development needs and those of others to address them	✓		I R
A willingness to seek support and advice and an awareness of where to seek it	✓		I R
Commitment to the school's ethos, aims and its whole community	✓		I

A= Application Form, I= Interview, R=References, T=Test