



Person Specification School Business and Operations Manager

Factors	Essential criteria	Desirable criteria
Qualifications and training	Related professional qualification	Evidence of continuous professional development.
Experience	Successful leadership and management experience in a school, or in a relevant field outside education Line management experience	Working with children or young people Contributing to staff development
Skills, knowledge and aptitudes	Strong financial acumen with the ability to convey detailed information to SLT & Governing body members Knowledge of property, health & safety, contract negotiation & employment issues A proven ability to think & act strategically Excellent IT skills and knowledge of the changing impact of technology in education and business Ability to be both a leader and a team player An interest in educational issues & the ability to enjoy promoting & representing the school Ability to analyse & interpret information to make informed decisions and exercise good judgement Proven written & verbal communication skills Strong interpersonal skills with the ability to exercise discretion at all times	An understanding of relevant legislation
Experience	Successful management of people, teams and budgets	



Westacre Middle School

Inspire • Challenge • Achieve

	<p>Leading and managing procurement</p> <p>Experience of thinking and operating strategically</p>	
Personal attributes	<p>Commitment to promoting the ethos and values of the school</p> <p>Commitment to acting with integrity, honesty, and loyalty</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Deals with difficult situations effectively</p> <p>Flexible and solution focused approach, combined with excellent task management skills and attention to detail</p> <p>Ability to build & maintain effective relationships</p>	<p>A willingness to develop awareness and understanding of key educational issues</p>
Special Requirements	<p>Satisfactory Enhanced DBS Certificate.</p>	

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