

Person Specification

School Operations Manager



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> Educated to AAT Professional Level/QBE 	<ul style="list-style-type: none"> CIMA/ACCA/ACA 	A, D
Experience	<ul style="list-style-type: none"> Significant experience in a finance environment 	<ul style="list-style-type: none"> Academy/education knowledge 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> Good communication skills, both verbal and written. Good organisation skills. Competent ICT Skills. Able to prepare reports, presentations, manage data etc Ability to create spreadsheets. Ability to prepare for meetings including agenda, note taking and circulation. Ability to work with and relate well to a wide variety of people. Accurate record keeping and attention to detail. Ability to store and process sensitive data within guidelines. Ability to demonstrate and use initiative and foresight. Be willing to work within organisational procedures and processes, and to meet the required standards for this role. 	<ul style="list-style-type: none"> Use of Iris Financials finance package Use of IMO budget planning software Use of EduPay software 	A, I, R
Personal Attributes	<ul style="list-style-type: none"> To complete a Disclosure & Barring Service Disclosure. Ability to engage effectively with young people. Ability/desire to work collaboratively to effect school improvement. Commitment to enhancing teaching and learning. Enthusiasm. Flexibility and adaptability. Ability to work calmly under pressure. Ability to work as part of a team. Willingness to take a full part in the life of the school. Be hardworking and reliable. Be a good timekeeper. Candidates should indicate a commitment to equal rights regardless of age, gender, orientation, ethnicity or religion. Hold a full driving licence. Travelling may be necessary to fulfil the requirement of this post. 		A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence