Person Specification: School Operations Manager

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| **Factors** | **Essential** | **Desirable** | **Assessment Method \*** |
| Qualifications | * Level 4-5 Diploma (or equivalent) in relevant business / administrative / HR / Financial qualification
* English and Maths GCSE (or equivalent) C grade or higher
* A minimum of 2 years relevant experience in a similar role.
 | * Level 5 Diploma in School Business Management (formerly DSBM)
 | AF / C |
| Experience | * Experience of development, management, and evaluation of administrative systems to ensure continually effective and efficient service delivery
* Experience of effectively using a range of specialist ICT packages to support different office functions
* Experienced in all aspects of performance management to promote continuous improvement and value for public money
* Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures
* Experience of undertaking a range of line management activities and motivating a multidisciplinary team effectively to meet targets and complete work to required standards
* Experience of contributing to the strategic decision making process of a leadership team
* Experience of producing management and statistical information clearly in a way that can be understood by others
* Experience of taking accurate minutes at meetings
 | * Experience working in a school environment.
* Managing at a Senior Management Team level
* Managing HR
* Managing H&S
 | AF / A / I / R |
| Knowledge  | * Understanding of change management and supporting staff through periods of change
* Knowledge and an understanding why safeguarding is important when working with children and young people
* Working knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to schools and children’s education, including Safeguarding and Child Protection
* Knowledge of main areas of legislation affecting at least one of the following – personnel, estate management, health & safety, building control
* Knowledge of equality and diversity issues within the school environment and an understanding and commitment to provide equal opportunities for all
 | * Detailed knowledge of SIMS and FMS.
* Understanding of promoting positive relationships with the wider school community.
* Knowledge of data protection, dealing with FOI requests and information security
 | AF / I / R |
| Skills & Abilities  | * Organisational skills to work under pressure to prioritise and re-prioritise own workload and that of the team to meet potentially conflicting deadlines
* Effective written and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school
* Highly developed Interpersonal skills to build and maintain effective working relationships with all pupils and colleagues
* Analytical skills to interpret advice/statutes and devise policy/practice in the light of these
* Advanced IT skills including software packages i.e., Microsoft Office 365.
* Ability to exercise judgement and only seek advice from senior colleagues when necessary.
* Ability to form effective relationships with the whole community; children, parents Governors and outside agencies.
 |  | AF / A / I / R |
| Personal Qualities | * Willingness to constructively challenge the work of self and others to continually improve own and team performance.
* Flexible, resilient, and positive.
* Capable of achieving targets under pressure and against deadlines.
* High expectations of self and others – self- motivated.
 |  | AF / A / I / R |
| Work circumstances | * To work occasionally out of hours to support school functions
* To work flexibly as the workload demands
 |  | AF/ I |

\* A = Assessment. AF = Application Form. C = Certificate. I = Interview. R = Reference.

Candidate Guidance

In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address.

**Please ensure any gaps in employment are explained**