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|  | **PERSON SPECIFICATION**  **POST** School Operations Manager  **GRADE**  **NJC:**  Points 28 - 32 |

**NOTE TO CANDIDATE:**

* The ‘**essential criteria’** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
* The **‘desirable criteria’** are used to help decide between candidates who meet **ALL** the Essential Criteria.
* The ‘**how identified’** column shows how the Academy will obtain the necessary information about you.
* If the ‘**how identified’** column states the ‘Application Form’ next to an ‘**essential criteria**’ or a **‘desirable criteria’**, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Qualifications**  **and Experience** | * School Business Manager Qualification - DSBM or equivalent. * Management of budgets, financial reporting. * Management at senior management level. * Experience of facilities and premises management including health and safety requirements and legislation. * IOSH qualification or willingness to train. | Application form and Interview | * Managing within an educational environment. * NEBOSH qualification. | Application form and Interview |
| Skill and Knowledge | * Highly competent at using ICT across platforms, skilled and regular user of IT. * Be able to think on your feet, react quickly and effectively in sensitive situations. * Use your initiative on a continuous basis to communicate confidently and effectively with all stakeholders. * Ability to multitask, work under pressure and handle a diverse workload. * Experience of all aspects of people management including; recruitment, induction, development, performance, attendance and conduct management * Ability to manage, train and develop staff. * Ability to form good working relationships with service users and work colleagues and work as part of a team. * Ability to work in an organised and methodical way, excellent attention to detail and able to complete documentation in line with the duties of the post. * Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy * Proactive and positive approach to finding solutions. Resilient in face of challenges | Application form and Interview | * Success estate and property management task experience, including all aspects of engaging and managing contractors. * Experience of planned maintenance programmes and associated reporting. * Comprehensive and current knowledge of key legislation and processes, specifically finance, premises and health & safety. | Application form and Interview |
| **Special Working**  **Conditions** | * Willing to undertake training as required. | Application form and Interview | * Any previous training that may be applicable to the post. | Interview |