**School Operations Manager**

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| **Person Specification** | | | | |
| **Post title:** School Operations Manager | | **Grade:** H | | |
| **Establishment or team:** | | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | | **To be identified by: application form (A),**  **Interview (I),**  **Certificate (C) Reference (R), test (T), or**  **other (give details)** |
| **Qualifications**  5 GCSEs including Maths and English Grade C or above (or equivalent)  Evidence of continuous professional development  A degree qualification or equivalent | E  E  D | | | A/C  A  A/C |
| **Experience**  Experience of using Office products  Management of staff teams, including recruitment, professional development and performance management  Experience working in an education environment | E  E  D | | | A/I  A/I  A/I |
| **Knowledge, skills and abilities**  Ability to communicate effectively verbally and non-verbally ton a variety of levels using a variety of methods  Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes  Understanding of effective management and operation of administrative systems  Ability to prioritise and organise own workload as well as delivering to timescales  Ability to maintain strict confidentiality and discretion at all times  High degree of accuracy and attention to detail  Willingness to keep up-to-date on relevant policy and procedures in line with duties identified in the job description and any other educational/academies’ developments  Sound knowledge of current educational issues  Sound knowledge of policy and practice regarding premises management and health and safety | E  E  E  E  E  E  E  D  D | | | A/I  A/I  A/I  A/I/T  A/I  A/I  A/I  A/I  A/I |
| **Personal Qualities**  Emotional resilience  Ability to self-evaluate and reflect  Ability to build and maintain effective working relationships with a wide variety of people  Ability to work under pressure and to strict deadlines  Reliable, flexible and approachable  Commitment to ongoing professional development | E  E  E  E  E  E | | | AF/I  AF/I  A/I  A/I  A/I  A/I |
| **Other**  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety  Willing to undertake first aid training | E  E  E  D | | | I  I  I  I |
| **Note: We will always consider your references before confirming a job offer in writing.** | | | | |
| **Prepared by: Romero CAT HR Department** | | | **Date: March 2025** | |