**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 developmentA degree qualification or equivalent | EED | A/CAA/C |
| **Experience**Experience of using Office productsManagement of staff teams, including recruitment, professional development and performance managementExperience working in an education environment  | EED | A/IA/IA/I |
| **Knowledge, skills and abilities**Ability to communicate effectively verbally and non-verbally ton a variety of levels using a variety of methodsAbility to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomesUnderstanding of effective management and operation of administrative systemsAbility to prioritise and organise own workload as well as delivering to timescalesAbility to maintain strict confidentiality and discretion at all timesHigh degree of accuracy and attention to detailWillingness to keep up-to-date on relevant policy and procedures in line with duties identified in the job description and any other educational/academies’ developmentsSound knowledge of current educational issuesSound knowledge of policy and practice regarding premises management and health and safety | EEEEEEEDD | A/IA/IA/IA/I/TA/IA/IA/IA/IA/I |
| **Personal Qualities**Emotional resilienceAbility to self-evaluate and reflectAbility to build and maintain effective working relationships with a wide variety of peopleAbility to work under pressure and to strict deadlinesReliable, flexible and approachableCommitment to ongoing professional development | EEEEEE | AF/IAF/IA/IA/IA/IA/I |
| **Other**Commitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to health and safetyWilling to undertake first aid training | EEED | IIII |
| **Note: We will always consider your references before confirming a job offer in writing.** |
| **Prepared by: Romero CAT HR Department** | **Date: March 2025** |