

## School Operations Manager Person Specification

	Essential / Desirable
<b>Qualifications</b>	
GCSE Maths and English (Grade 4 or above, or equivalent)	E
Evidence of ongoing professional development	E
Professional qualification relevant to this post	D
<b>Expertise / Knowledge</b>	
Experience of working in a senior / middle management position	E
Significant expertise in management and administrative procedures	E
Evidence of successful management and leadership of diverse teams	E
Knowledge of relevant legislation (Equal opportunities, Health and Safety, GDPR, etc)	D
Evidence of working effectively with a wide range of external partners	D
Significant experience of using a range of ICT packages (for example, Google drive, Microsoft Office, finance software)	E
Successful track record of managing complex projects from inception to completion	D
Knowledge of accessing or returning statistical information required by ESFA, DfE, LA or similar bodies	D
A working knowledge of facilities management	D
Experience and exposure to education sector	E
<b>Skills, Abilities and Attributes</b>	
Highly developed interpersonal skills including influencing skills	E
Ability to build, support and work as part of a high performing team	E
Ability to direct, prioritise, plan and coordinate the work of others	E

Ability to work under pressure and meet deadlines	E
Flexibility and a willingness to adapt to changing circumstances	E
Strong organisational skills and record keeping skills	E
Strong literacy, numeracy and ICT skills	E
Ability to gather information and report accurately to enable informed decision making	E
Honesty, reliability, integrity and commitment	E
An enthusiastic and flexible approach to work	E
First Aid Certificate	D
<b>Professional Attributes</b>	
Highly motivated	E
Responds well to a challenge	E
Maintain high professional standards	E
Excellent communication skills	E
Commitment to own professional development	E
<b>Other</b>	
Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues	E
Commitment to health and safety	E
Commitment to attendance at work	E
Commitment to equality, diversity and inclusion	E