**Person Specification: Operations Director**

**Qualification Criteria**

* Ideally educated to degree level
* CIPD qualification or some suitable level of HR qualification would be ideal but is not essential
* Evidence of well-developed ICT skills
* Experience of financial management would be an advantage

**Knowledge and Experience**

* Experience as a member of a senior management team, directly managing several key operational areas
* Extensive experience of managing and motivating staff
* Knowledge and experience of managing procurement, including contracts for services
* Experience of working with a range of internal and external partners
* Experience and/or knowledge of schools or education HR and other aspects of education administration would be desirable, but is not essential
* Working knowledge of employment law and best practice

**Skills and abilities**

* Strong people management skills, with highly developed interpersonal and motivational skills
* Strong organisational, project management and planning skills
* Ability to influence and participate in the academy management processes
* Excellent written and oral communications skills
* Ability to prioritise and manage conflicting demands
* Ability to interpret complex legislation regulations and related documents
* Proactive and innovative demonstrable approach to work

**Other**

* The successful candidate will be subject to a DBS disclosure prior to taking up their appointment
* Committed to the safeguarding and welfare of children