



**OUR LADY & ST JOHN**  
**ROMAN CATHOLIC HIGH SCHOOL**

## School Operations Manager

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)	E	A/C
Evidence of continuous professional development	E	A
A degree qualification or equivalent	D	A/C
Experience		
Experience of using Office products	E	A/I
Management of staff teams, including recruitment, professional development and performance management	E	A/I
Experience working in an education environment	D	A/I
Knowledge, skills and abilities		
Ability to communicate effectively verbally and non-verbally to a variety of levels using a variety of methods	E	A/I
Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes	E	A/I
Understanding of effective management and operation of administrative systems	E	A/I

Ability to prioritise and organise own workload as well as delivering to timescales	E	A/I/T
Ability to maintain strict confidentiality and discretion at all times	E	A/I
High degree of accuracy and attention to detail	E	A/I
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	E	A/I/T
Sound knowledge of current educational issues	D	A/I
Sound knowledge of policy and practice regarding premises management and health and safety	D	A/I
<b>Personal Qualities</b>		
Emotional resilience	E	AF/I
Ability to self-evaluate and reflect	E	AF/I
Ability to build and maintain effective working relationships with a wide variety of people	E	A/I
Ability to work under pressure and to strict deadlines	E	A/I
Reliable, flexible and approachable	E	A/I
Commitment to ongoing professional development	E	A/I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Willing to undertake first aid training	D	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		
<b>Prepared by: Romero CAT HR Department</b>		<b>Date: March 2025</b>