

GLF Schools - Person Specification

Job Title: Operations Lead		
	Essential	Desirable
Professional and Experience		
Professional qualification in School Business Management or Accountancy		√
Excellent IT skills with a high level of proficiency in MS Excel and competence in adapting to unfamiliar specialist software	√	
Experience and Skills		
Broad knowledge of admin systems in a team environment	√	
Experience of motivating and leading staff	√	
A working knowledge of facilities management	√	
A working knowledge of Health and Safety legislation	√	
Experience of working in a school		√
Exceptional planning and organisational skills including managing deadlines	√	
Creativity with the ability to analyse problems and formulate different approaches leading to resolution	√	
Ability to think, plan and act strategically	√	
An understanding of school/public sector finance/resources processes and procedures		√
An understanding of school management issues and the role of the governing body		√
Excellent interpersonal skills, and written and verbal communication skill	√	
The ability to consult and negotiate diplomatically with a wide range of individuals and organisation	√	
Good understanding and commitment to equal opportunities	√	
Personal Attributes		
Able to remain calm, efficient and positive under pressure	√	
An ability to use initiative and prioritise work	√	
Confidence, enthusiasm and a positive outlook	√	
Vision aligned with GLF Schools high aspirations	√	
High expectations and a commitment to raising standards of attainment of self and others	√	
Good communication, planning and organisational skills	√	
Acts as a role model to staff and pupils	√	
Effective team member and leader	√	
Personal motivation and genuine passion to ensure achievement	√	
Commitment of safeguarding procedures	√	
Resilience	√	

<p>The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct</p>	<p>√</p>	
<p>Safeguarding</p>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		