# School Operations Manager

*Person Specification*

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|  | **Attributes** | **Measurement** |
| Qualifications and Experience | * Evidence of business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints
* Experience of managing change and implementing new systems/procedures/controls
* Evidence of effective leadership and line management of staff including a team
* Educated to A’ Level or significant business management or school experience
 | A, IA, IA, IQ |
| Knowledge and Skills | * Knowledge of HR policies and procedures and of Health & Safety regulations in a school setting
* Able to assist in the development of policies and implement new procedures in line with the needs of the school
* Ability to build and form good relationships with students, colleagues and other professionals
* Able to lead, develop and motivate a team of staff, delegating duties as required
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own
* Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals
* Ability to proficiently use office computer including word-processing, spreadsheets, database and SIMS etc.
* Knowledge and understanding of methods of ordering, contracts, purchasing and value for money
* Numeracy skills to undertake the financial duties of the post
* Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information
 | A, IA, IA, I, RIIA, IAA, III |

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| Personal Qualities | * Excellent interpersonal skills with ability to maintain strict confidentiality
* A diplomatic and patient approach
* An ability to cope with interruptions and remain calm under pressure
* Initiative and ability to prioritise one’s own work and that of others to meet deadlines
* Able to follow direction and work in collaboration with Leadership Team
* Able to work flexibly, adopt a “hands on” approach, and respond to unplanned situations
* Ability to evaluate own development needs and those of others and to address them
* A willingness to seek specialist advice and awareness of where to seek it
* Able to attend evening meetings if required
* Commitment to the highest standards of child protection
* Recognition of the importance of personal responsibility for Health & Safety
* Commitment to the school’s ethos, aims and its whole community
 | A, RI, RA, I, RA, RI, RI, RI, RI, RIIII |
| Special Requirements | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment |  |

*A= Application Form, I = Interview, Q = proof of qualification R = references*

***The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.***

 ***Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.***