**Person Specification - Operations Manager**

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|  | **Essential / Desirable** |
| **Qualifications** |
| GCSE Maths and English (Grade 4 or above, or equivalent) | E |
| Evidence of ongoing professional development | E |
| Professional qualification in a relevant subject area | E |
| **Expertise / Knowledge** |
| 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) | E |
| Evidence of working effectively with a wide range of external partners | E |
| 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 | D |
| Evidence of working at a Senior Management Team level | D |
| Successful experience of financial and budget management procedures | D |
| **Skills, Abilities and Attributes** |
| 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 |
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| An enthusiastic and flexible approach to work | E |