



Saint Ambrose College

School Operations & Development Manager

Person Specification / Selection Criteria

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded.

The applicant will be required to safeguard and promote the welfare of children and young people.

| Person Specification | Evidence of: | Essential or Desirable |
|---|--|---|
| Strategic Responsibilities | <ul style="list-style-type: none"> • Contribute to long-term operational planning aligned with Trust strategy. • Identify efficiencies and continuous improvement opportunities. • Drive income diversification initiatives. • Develop long-term partnership and community engagement strategy. • Contribute to whole-school improvement planning beyond operational functions. • Commitment to undertake Safeguarding training requested by School • Right to work in the UK | <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> |
| Essential Knowledge, skills and abilities | <ul style="list-style-type: none"> • Proven experience in operations management or school business leadership. • Strong project management skills. • Experience of HR processes and line management. • Knowledge of health & safety compliance in an educational or comparable setting. • Strong organisational and communication skills. • Experience in marketing, communications or stakeholder engagement. • Ability to operate strategically while managing day-to-day operational detail. • Strong IT and data management capability | <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> |
| Desirable Knowledge, skills and abilities | <ul style="list-style-type: none"> • Fundraising or bid-writing experience. • Understanding of GDPR and DPO responsibilities. • Experience managing lettings strategy. | <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> |

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|------------------|---|----------------------------|
| | <ul style="list-style-type: none"> • Relevant professional qualification (e.g. SBM, CIPD, IOSH). | D |
| Key Competencies | <ul style="list-style-type: none"> • Strategic thinker with operational rigour • Highly organised and proactive • Strong interpersonal and influencing skills • Financial and commercial awareness (without direct budget management) • Resilient and adaptable • High levels of integrity and discretion | E E E E E E |
| Safeguarding | <ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people | E |
| Ethos | <ul style="list-style-type: none"> • To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition | E |