



SEDBERGH
SCHOOL

FOUNDED 1525

OPERATIONS DIRECTOR - ISS

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Evidence of vocational training obtained in an education/childcare setting	X	
Current First Aid certificate		X
Full UK driving licence		X
Experience/Knowledge	Essential	Desirable
A minimum of 2 years of experience working with children in a professional capacity and in a similar setting	X	
Proven experience of organising and leading staff to deliver a course, event or product	X	
Demonstrated understanding of health and safety and safeguarding	X	
Previous summer school and/or boarding school experience		X
Experience of working with international pupils		X
Good understanding of working to a budget		X
Skills/Abilities	Essential	Desirable
Proven ability to lead a team	X	
Excellent communication skills, especially in terms of ensuring various teams uphold the required standards	X	
Excellent organisation and time management skills	X	
Ability to plan and ensure the course is well organised prior to delivery	X	
Demonstrated ability to enthuse and motivate staff and students alike	X	
Energy, enthusiasm, adaptability, flexibility and an ability to work under pressure	X	

Experience of writing risk assessments and understanding of the importance of briefing staff to use these	X	
The ability to speak other languages		X