



Operations Manager Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training)

- Certificate of School Business Management – desirable
- Knowledge of HR provision
- Knowledge of Payroll/Pension provision
- Knowledge of Health and Safety legislation
- Knowledge of Personnel packages
- Knowledge of spreadsheets and word processing packages

Skills/Abilities:

- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Successful project management
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to use Microsoft Office packages including Excel proficiently
- Able to work independently but also as part of a team
- Good people management skills
- Proven analytical and strategic skills
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience:

- A good understanding of the education sector and up to date knowledge of relevant legislation.
- Experience of implementing change in a rapidly moving environment.
- Experience of facilities management
- Experience of income generation

Personal Qualities

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy, understanding of confidentiality issues
- Integrity
- A willingness to constructively challenge the work of self and others to continually improve own and team performance.

Special Factors:

- Prepared to attend evening meetings if required and visit other schools in the Trust.
- Ability to deal with day to day interruptions – re prioritise work as situations arise.
- Oversee premises work during school holidays as required.