School Operations Manager

Person Specification

Job Title: Operations Manager
Reports to: Head Teacher/MAT Business Director
Responsible for: All non-teaching School Support staff
Grade: 7

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

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, R I, R A, I, R A, R I, R I, R I, R I, R I I I I
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 Disclosure and Barring Service.