



Person Specification

School Operations Manager (Part-time 0.5 FTE) Grade 6 Grange Farm Primary School

Criteria		Essential	Desirable	How will this be assessed?
Qualifications	Minimum GCSE (or equivalent) Maths and English A-C	✓		A
	Degree level education		✓	A
Experience, knowledge and understanding	Knowledge and understanding of working in a school environment	✓		A, I
	Previous experience of working in a school		✓	A, I
	Knowledge and understanding of confidentiality and data protection	✓		A, I
	Previous experience of working in a role involving confidentiality and data protection		✓	A, I
	Knowledge and understanding of health and safety	✓		A, I
	Previous experience of working in a role involving health and safety		✓	A, I
	Knowledge and understanding of finding funding streams and maximising income generation for schools	✓		A, I
	Previous experience of working in a role finding funding streams and maximising income generation for schools		✓	A, I
	Excellent ICT skills, including Microsoft Office Software	✓		A, I
	Ability to consult and share decision-making with colleagues including senior leaders	✓		A, I
	Excellent organisational skills and the ability to prioritise workloads and meet deadlines	✓		A, I
	Able to communicate effectively both orally and in writing	✓		A, I
Personal Characteristics	Committed to working within the ethos and vision of Grange Farm Primary School	✓		A, I
	Willing to work as part of a team, but also prepared to undertake tasks independently	✓		A, I
	Be adaptable and resourceful with a willingness to learn and adapt to new processes	✓		A, I
	Able to cope with pressure and thrive in an environment that has	✓		A, I

	numerous interruptions and changing workload demands			
	Be approachable, with good interpersonal skills	✓		A, I
	Have a flexible approach and willing to use own initiative	✓		A, I
	Be punctual and reliable	✓		A, I
Professional Duties	Suitable to work with children	✓		A, I
	Aware of and willing to comply with school policies and procedures (e.g. child protection, equal opportunities, health & safety, data protection, confidentiality)	✓		A, I

Key – A = Application, I = Interview Process

This post is exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).