



FINHAM PARK  
MULTI ACADEMY TRUST

## School Operations Manager

### *Person Specification*

	Attributes	Measurement
<b>Qualifications and Experience</b>	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
<b>Knowledge and Skills</b>	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





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<b>Personal Qualities</b>	▪ Excellent interpersonal skills with ability to maintain strict confidentiality	A, R
	▪ A diplomatic and patient approach	I, R
	▪ An ability to cope with interruptions and remain calm under pressure	A, I, R
	▪ Initiative and ability to prioritise one's own work and that of others to meet deadlines	A, R
	▪ Able to follow direction and work in collaboration with Leadership Team	I, R
	▪ Able to work flexibly, adopt a "hands on" approach, and respond to unplanned situations	I, R
	▪ Ability to evaluate own development needs and those of others and to address them	I, R
	▪ A willingness to seek specialist advice and awareness of where to seek it	I, R
	▪ Able to attend evening meetings if required	I
	▪ Commitment to the highest standards of child protection	I
	▪ Recognition of the importance of personal responsibility for Health & Safety	I
	▪ Commitment to the school's ethos, aims and its whole community	I
<b>Special Requirements</b>	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 Criminal Records Bureau.***

