



## School 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:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- 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 Word and Excel to an intermediate level
- Able to work independently but also as part of a team
- 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
- A positive attitude

**Special Factors:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- 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