



## Operations Manager Person Specification Grade F

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 5 GCSE passes or equivalent and a good standard of literacy and numeracy.</li> <li>• IOSH Managing Safely certificate (or to be achieved within a reasonable timeframe).</li> <li>• COSHH certificate (or to be achieved within a reasonable timeframe).</li> <li>• Fire Marshall Training (or to be achieved within a reasonable timeframe).</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems.</li> <li>• Effective use of specialist ICT packages to support office functions.</li> <li>• Experience of managing and planning work to keep within designated budgets.</li> <li>• Building and maintaining effective working relationships with stakeholders.</li> <li>• Interpreting advice/statute and devising policy/practice in the light of these.</li> <li>• Producing management and statistical information clearly in a way that can be understood by others.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an educational setting, particularly special schools or with staff working with vulnerable groups.</li> <li>• Management role within a school, directing other staff and monitoring functions of a site team.</li> </ul>

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	<ul style="list-style-type: none"> <li>Developing and extending own working practices, self-evaluating learning needs and actively seeking learning opportunities.</li> <li>Previous experience of managing a team.</li> <li>Experience working in a busy office environment.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Competent IT skills, including experience using Microsoft Office, email and internet,</li> <li>Understanding of the importance of confidentiality and safeguarding.</li> <li>Knowledge of Health and Safety at work procedures.</li> <li>Full working knowledge of financial regulations/relevant policies/codes of practice and awareness of legislation e.g. Child Protection, Safeguarding, GDPR and Health and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies / codes of practice and awareness of relevant legislation.</li> <li>Experience using school systems.</li> </ul>
Physical Ability	<ul style="list-style-type: none"> <li>Must be able to move throughout the school premises, safely lift and transport heavy items, and assist with relocating furniture and equipment as required.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling training (or to be achieved within a reasonable timeframe).</li> <li>Back awareness training (or to be achieved within a reasonable timeframe).</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>An effective organiser who can get the most from human and material resources through their development and deployment.</li> <li>A proactive, positive and resilient individual with drive, integrity, independence</li> </ul>	

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	<ul style="list-style-type: none"> <li>• An ambitious and diligent professional who can organise, manage, inspire and motivate a team effectively.</li> <li>• Work constructively as part of a team, understanding organisational school roles and responsibilities and your own position within these.</li> <li>• Promote a positive ethos and role model positive attributes; a professional team player who is prepared to be involved with and develop the whole life of the school community.</li> <li>• Ability to remain calm under pressure and manage multiple priorities, using initiative to achieve deadlines.</li> <li>• Able to prioritise conflicting demands whilst managing a diverse and demanding workload through good organisation and prioritisation.</li> <li>• Personable, approachable, able to explain complex issues; proficient in both written and verbal communication.</li> <li>• Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, contractors, caretakers.</li> <li>• Meticulous attention to detail, able to utilise systems and data to find the best way to successfully support projects and tasks.</li> </ul>	