



Person Specification Academy Operations Manager

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
Education and Qualifications	<ul style="list-style-type: none">• A good standard of general education, ideally qualified to at least Level 3 standard.• Evidence of continued professional development relevant to administration or office management	<ul style="list-style-type: none">• Educated to degree level• Qualification in business administration, office management, or leadership/management.• Training in data protection, safeguarding, or GDPR	Application Qualifications
Skills and Abilities	<ul style="list-style-type: none">• Excellent written and verbal communication skills, with the ability to communicate professionally with students, parents, staff, governors and external agencies.• Strong organisational and time management skills.• Excellent administrative skills and attention to detail.• An ability to challenge the status quo and deliver continuous improvement• Confidence to manage day-to-day operational issues calmly and effectively.• High level of integrity and discretion when dealing with confidential matters.• Resilient and able to remain effective under pressure.• Flexible and adaptable to changing priorities.• Positive and solution focused.• Strong commitment to teamwork and collaboration.• Ability to review, develop and improve systems and procedures.• Commitment to the school's vision, values, ethos and the SAPMAT Charter.	<ul style="list-style-type: none">• Experience of managing a team	Application References Interview

Knowledge and Experience	<ul style="list-style-type: none"> • All aspects of operations including site and facilities management, visitor management, health & safety requirements • Experience of operational Management • Strong, proven leadership within a school or service sector environment • Experience of managing and developing a team of people, setting targets and conducting Performance Management • Experience of managing contracts and contractual arrangements • Managing confidential and sensitive information. • Managing competing priorities and working to deadlines. • Excellent attention to detail, able to proofread and format professional documents. • IT competent, particularly in Microsoft Office 365, Microsoft Teams and Sharepoint • Able to learn to utilise school systems effectively • Strong problem-solving skills and the ability to make sound judgements. • Thorough understanding of confidentiality, data protection, and information security. 	<ul style="list-style-type: none"> • Managing or contributing to staff cover arrangements. • Knowledge of safeguarding procedures in a school environment. • Understanding of safeguarding compliance requirements for contractors and visiting agencies 	Application Interview Reference
Other Requirements	<ul style="list-style-type: none"> • To undergo an enhanced DBS check • Willingness to undertake additional duties reasonably required to support the effective running of the school. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undertake training as required 		Interview