

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