

## SCHOOL OPERATIONS MANAGER PERSON SPECIFICATION

The post holder is required to perform the duties below. S/he will be responsible to St Albans Girls' School's Headteacher and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community. This is a significant post within the school, which carries with it responsibility for school leadership (working closely with the Director of Estates and Operations for Ambition Education Trust), for leadership and operational management of whole school responsibilities. The post also requires you to work collaboratively with Middle and Senior leaders as well as leading and managing support staff colleagues.

This person's specification will be reviewed periodically. Any issues relating to the review of this person specification should be brought to the Headteacher's notice by the post holder through the senior line manager.

<b>SCHOOL OPERATIONS MANAGER PERSON SPECIFICATION</b>
<p>Responsible for: the smooth running of school operations, the site team, the school Premises Officer and collaboration with other colleagues that contribute to the running of the school Responsible to: Headteacher</p>
<b>Summary</b>
<p>The School Operations Manager role requires a blend of leadership experience, financial acumen and operational expertise estates and the ability to implement this via our IT systems. Key qualifications include relevant experience, strong communication and proficiency in IT systems. Candidates must show high resilience, the ability to manage teams and a commitment to Child Protection.</p>
<b>Qualifications and Training</b>
<ul style="list-style-type: none"> <li>● Essential: Excellent literacy and numeracy skills</li> <li>● Essential: Evidence of continuous professional development</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>● Essential: Experience in an operational, administrative, or business management role</li> <li>● Essential: Proven experience in managing budgets and financial reporting</li> <li>● Essential: Experience in leading and line managing teams, including performance management</li> <li>● Essential: Experience in Health &amp; Safety compliance and operations management</li> <li>● Desirable: Experience working within an educational environment</li> <li>● Desirable: Experience with school systems such as SIMS, or similar databases</li> </ul>

### **Knowledge and Skills**

- Operational Expertise: Strong knowledge of finance, premises management, or IT services
- Health & Safety: Understanding of statutory requirements, risk assessments and fire safety
- Management Skills: Ability to project manage, set priorities and meet deadlines
- Communication: Excellent interpersonal skills to liaise with parents, staff and contractors
- Technical Proficiency: Competent user of relevant IT systems and school MIS

### **Personal Qualities**

- Leadership: A proactive, *can-do* attitude with the ability to lead a team
- Resilience: Ability to work under pressure, manage competing priorities and maintain a calm demeanour
- Integrity: Absolute commitment to confidentiality and the safeguarding of children
- Problem Solver: Creative, analytical and solution-focused

### **Safeguarding and Compliance**

- Essential: A high commitment to safeguarding and promoting the welfare of children
- Essential: Satisfactory completion of an enhanced Disclosure and Barring Service (DBS) check