



**Person Specification: Operations Manager**

**Essential Criteria**

**Qualifications & Experience**

- Proven experience in operations management within an educational or similar setting.
- Strong understanding of school business functions (HR, premises, compliance).
- Knowledge of health and safety regulations and safeguarding requirements.
- Proficiency in using management information systems and Microsoft Office Suite.

**Skills & Competencies**

- Excellent organisational and time-management skills.
- Ability to prioritise tasks and work under pressure to meet deadlines.
- Strong leadership and team management abilities.
- Effective communication skills (written and verbal) with staff, suppliers, and stakeholders.
- Problem-solving and decision-making skills with a proactive approach.

**Personal Attributes**

- High level of integrity and confidentiality.
- Flexible and adaptable to changing priorities.
- Commitment to the values and ethos of the academy.
- Attention to detail and accuracy in all aspects of work.
- Strong interpersonal skills so can easily make relationships with staff, parents and children

**Desirable Criteria**

- Relevant professional qualification (e.g., CIPD, School Business Management).
- Knowledge of procurement and contract management.
- Familiarity with academy trust governance and compliance requirements.