

The Bishop of Winchester Academy			
Person Specification			
Business, Operations & Logistics Manager			
This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.			
	Essential	Desirable	Method of Assessment
Ethos			Application – A Interview - I
Support the sponsors’ vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.	✓		I
Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.	✓		I
In sympathy with the ethos of the academy, including a commitment to co-operation and helpfulness and a concern for the wellbeing of others	✓		I
All academy post-holders are expected to contribute to the development of young people and the community.	✓		I
Experience			
Experience of managing administrative or operational services within an educational environment.	✓		A & I
Experience of line management and leading teams effectively.	✓		A & I
Experience of overseeing IT systems and contacts.	✓		A & I
Experience of developing a digital strategy.		✓	A & I
Experience of compliance and/or facilities management.	✓		A & I
Skills, Knowledge and Abilities			
Excellent interpersonal skills with all stakeholders.	✓		A & I
High standards of professionalism, personal integrity and resilience.	✓		A & I
Strong organisational skills, with the ability to multitask whilst having exceptional attention to detail.	✓		A & I
Logical thinking and problem solving capabilities.	✓		A & I
Ability to work independently, knowing when to use initiative and when to seek guidance.	✓		A & I
A “can-do” and flexible attitude.	✓		A & I
Excellent standard of numeracy and literacy to report data with commentary.	✓		A & I
Knowledge of Arbor (Management Information System).		✓	A & I
Understanding of the principles of data protection.	✓		A & I
Knowledge and experience of procurement and tendering, and external funding bids.	✓		A & I
Education, Training and Qualifications			
Educated to A Level or equivalent	✓		A & I
Personal and other			
Fully committed to all Academy Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Ability to work outside of normal office hours on occasions	✓		A & I
Passion for working in the education sector	✓		A & I

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.