

Trust Operations Manager

	Essential	Desirable
Qualifications and Training		
	Evidence of continuous professional development in premises, contracts, operations managements or related fields	Relevant degree or equivalent qualification
Experience		
	Proven experience in a senior operations role	Experience within the education or public sector
	Experience in managing estates and procurement processes	
	Experience in developing and implementing compliance policies and procedures	
	Experience in advising on complex operational issues	
	Experience in supporting organisational change and strategic planning	
	Experience in managing contracts and supplier relationships	
	Experience in health and safety management	
Knowledge and Understanding		
	Strong understanding of compliance and operational best practices	Understanding of the education sector and its operational challenges
	Knowledge of safeguarding and health & safety regulations	
	Understanding of estates management and procurement processes	
	Awareness of sustainability and accessibility planning	
Skills and Abilities		
	Excellent interpersonal and communication skills, both written and verbal	
	Strong analytical and problem-solving skills	
	Ability to manage sensitive and confidential information with discretion	
	Ability to influence and advise senior leaders and managers	
	Strong organisational and time management skills	
	Ability to work independently and as part of a team	
	Proficient in Microsoft Office	Knowledge of Every Compliance system
Personal Attributes		
	Professional and approachable manner	

PERSON SPECIFICATION

	High level of integrity and confidentiality	
	Commitment to the Trust's values and ethos	
	Flexible and adaptable approach to work	
	Commitment to safeguarding and promoting the welfare of children and young people	
Other Requirements		
	Willingness to travel across Trust sites	
	Commitment to ongoing professional development	
	Ability to work flexibly to meet the needs of the Trust	