

Person Specification: Trust Business Operations Manager

Qualifications and training	<ul style="list-style-type: none"> ➢ Five GCSEs including a minimum of GCSE (or equivalent) grade 4 in maths and English ➢ Professional qualification in business management or equivalent is desirable
Experience	<ul style="list-style-type: none"> ➢ Working in an office environment at senior level ➢ Organising, leading and motivating other staff ➢ Developing, managing and operating clerical/administrative/financial and organisational systems ➢ Managing staff ➢ Managing school finances and budgets ➢ Analyzing and evaluating data
Skills and knowledge	<ul style="list-style-type: none"> ➢ Knowledge of HR, payroll and finance administration ➢ Excellent attention to detail and ability to multi-task ➢ Excellent literacy and numeracy skills ➢ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems ➢ Knowledge of Arbor useful ➢ Ability to use relevant office equipment effectively ➢ Ability to plan, organise and prioritise ➢ Understanding of data protection and confidentiality ➢ Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> ➢ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➢ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➢ Ability to work under pressure and prioritise effectively ➢ Commitment to maintaining confidentiality at all times ➢ Commitment to safeguarding and equality ➢ Embraces change well ➢ Deals with difficult situations effectively