

Waterside Primary Academy

Happy Children Learn

A Member of Kings Education Trust

Shaping Futures Together

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

This person specification may be amended at any time in consultation with the postholder.