



## Operations Manager



### Person Specification

	<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications &amp; Professional Development</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE-level or equivalent, including English and Mathematics.</li> <li>• A full, clean driving licence.</li> <li>• To be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Administration Qualification</li> <li>• ISBM/DSBM Qualification</li> <li>• ECDL Qualification</li> <li>• Project Management Qualification, e.g. PRINCE.</li> </ul>	Application
<b>Skills, Knowledge &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Able to maintain the strictest confidentiality and integrity at all times.</li> <li>• Sensitivity when collaborating work with colleagues at all levels.</li> <li>• Highly organised and efficient and able to work to tight deadlines, often under pressure.</li> <li>• Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders.</li> <li>• Able work under your own initiative and deal with demands of a geographically dispersed team.</li> <li>• Ability to work as part of a diverse team.</li> <li>• Able to promote the safeguarding and welfare of children and young people across the Trust.</li> <li>• Willingness to ensure that equal opportunities are promoted and developed across the Trust.</li> <li>• Able to promote inclusion at all levels.</li> <li>• Able to organise, lead and motivate staff at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Educational IT systems including: Arbor, MyConcern, Citation and PSF.</li> </ul>	Application Interview

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in an operationally demanding role</li> <li>• Experience of working independently with little supervision.</li> <li>• Experience of organising senior meetings.</li> <li>• Experience of extensive, ever-changing demands.</li> <li>• Experience of contractor management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a multi-site organisation.</li> <li>• Experience of procurement and tender management</li> </ul>	<p>Application Interview</p>
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