

Person Specification			
Job Title	Senior Operations Manager		
	Criteria	Essential	Desirable
Qualifications	Good general level of education with 5 GCSE Grade 5 and above (including Maths and English Language/Literature)	✓	
	Project Management qualification [Level 2/3]		✓
	ICT literate with good keyboard skills	✓	
	Evidence of recent continuing professional development		✓
Skills and Experience	Leadership of a developing team – promoting high standards in others	✓	
	Experience of work with PFI contracts		✓
	Use of MS Teams, Excel and Word	✓	
	Delivery of accurate records & filing systems, computerised and manual	✓	
	Experience of working in an educational environment		✓
	Record of good time management/leadership skills and ability to prioritise work effectively	✓	
	Work constructively leading a team, understanding school roles and responsibilities and your own position within these.	✓	
	Ability to relate well to adults in a professional environment	✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓	
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓	
	Ability to identify own training and development needs	✓	
Professional approach to duties and presentation.	✓		
The ability to demonstrate respect for diversity and to promote equal opportunity and inclusion for all	✓		
Other	Hold a full driving licence.	✓	
	A helpful, calm and organised manner.	✓	