

PERSON SPECIFICATION

Post: Operations Manager



FACTOR	ESSENTIAL	DESIRABLE	ASSESSMENT
SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none">➤ Analytical skills and the ability to make timely decisions, which support the long term strategy.➤ Work independently and as part of a team to successfully resolve operational problems.➤ Excellent organisational skills enabling planning, prioritising and delivering of work to tight deadlines.➤ Excellent communication skills, verbally and in writing, with a range of people.➤ Deliver required outputs within specified timescales in accordance with relevant installation standards.➤ Experience of Health and Safety strategy, monitoring and implementation.➤ Knowledge of current Health and Safety and Fire Safety legislation including but not limited to COSHH, manual handling, asbestos management, PAT testing, legionella regulations and management of contractors.➤ Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external.		Interview, Application form, Tests, References

QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ➤ Degree or equivalent in management, estates management or a related subject. ➤ Commitment to professional development and awareness of development required for all aspects of role. 	<ul style="list-style-type: none"> ➤ Health and Safety qualifications eg NEBOSH or equivalent. 	Application form, Certificates, Interview
EXPERIENCE	<ul style="list-style-type: none"> ➤ Experience in an Operations Management role. ➤ Experience of line management. ➤ Experience of managing budgets. ➤ Experience of bid writing. ➤ Support, implementation and integration of IT Applications. ➤ Working in a customer focused service. ➤ Delivering to agreed service levels, quality and timescales. ➤ Technical knowledge and experience of IT, site and operational infrastructures. ➤ Experience of marketing and publicity. ➤ Experience in supporting different mobile devices. ➤ Good knowledge of data protection issues and E-safety. ➤ A competent and experienced project & change manager. ➤ Experience of Health and Safety Audits and Risk Management. 	<ul style="list-style-type: none"> ➤ Experience and understanding of working in an educational environment. ➤ Experience of working with a range of service users to share information and agree action. ➤ Knowledge of systems integration tools, methods and standards. ➤ Familiar with school based MIS systems. 	Application form, Interview, References

DISPOSITION	<ul style="list-style-type: none"> ➤ A very capable people leader: standard setting, holding people accountable, influencing, motivating and coaching skills. ➤ Able to form effective relationships with a wide range of people. ➤ Empathy with learners. ➤ Able to work on own initiative. ➤ Developing and maintaining positive working relationships with clients and colleagues. ➤ Excellent oral communication skills. ➤ Understanding of working within a performance management framework. ➤ Ability to acquire new skills. 	<ul style="list-style-type: none"> ➤ Participative style. ➤ Self-directed with a high level of personal drive. ➤ Strong personal commitment to the Trust's values. ➤ Commitment to achieving excellence through continuous improvement. ➤ Keen to embrace and deliver change. ➤ Understanding of the Trust's Equal Opportunities Policy, applying this in the workplace and the effect on delivery of services to customers. 	Interview, References
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ Ability to work flexibly (early/late) to meet school operational requirements. ➤ A strong interest in and commitment to continuous personal learning and development. ➤ Enhanced Disclosure and Barring Service check. ➤ Good attendance/timekeeping record. ➤ Occupational Health Clearance. 	<ul style="list-style-type: none"> ➤ Must be prepared to work planned and occasional overtime when required. 	Application form, Interview