



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Operations Coordinator

GRADE: Band 5

[A] TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source A- application I - interview R - references P - presentation T - task observation
NVQ L3 or equivalent in a school or administrative relevant qualification	•		A
Degree		•	A
Higher degree		•	A
Post-entry curriculum or management qualification		•	A
Participation in a range of relevant in-service training within the last three years	•		A

[B] EXPERIENCE OF OPERATIONS IN SCHOOL

	Essential	Desirable	Source
Experience of a school environment	•		A
Experience in an administrative role in a busy working environment across a number of sites	•		A
Experience of school, governance and or local authority processes and systems	•		A, P, I
Effective with use of ICT system and processes including Microsoft word, Google drive, RM		•	A
Experience of effective minute taking and administrative skills	•		A
Outstanding ability to multi task and lead a range of initiatives	•		A
Experience of coordinating CPD	•		

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the specific phase.

	Essential	Desirable	Source
Knowledge and understanding of Governance systems and processes			
Knowledge and understanding of Human resources policies, processes and procedures	•		A, P, I
Knowledge and understanding of Health and Safety initiatives in schools		•	A, P, I
Local and national policies, priorities and statutory frameworks	•		A, P, I
Knowledge and understanding of performance tracking and performance monitoring through analysis	•		A, P, I

[D] PERSONAL SKILLS AND ABILITIES

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

	Essential	Desirable	Source
Communication - effective verbal, written and listening skills	•		A, P, I
Outstanding interpersonal skills, including a good sense of humour	•		P, I
Outstanding organisational skills	•		A, P, I
High levels of enthusiasm and motivation	•		P, I
ICT literate with an awareness of recent and relevant applications	•		A, P, I
Ability to motivate and enthuse others	•		A, P, I

[E] OTHER REQUIREMENTS

Application forms should be completed in full	•		A
Personal statement should be clear and concise	•		A
Should address the criteria identified in the person specification	•		A

[F] CONFIDENTIAL REFERENCES AND REPORTS

	Essential
Written reference(s) only	•
Confirming professional & personal knowledge, skills & abilities referred to above	•
Positive recommendation from current employer	•
Enhanced clearance from the Disclosure and Barring Service	•