

PERSON SPECIFICATION

Academy Operations Manager (Primary)

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
Degree or equivalent experience		X	Application
GCSE English and Maths or equivalent at level 2 or above	X		
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	How Identified
Experience of managing/supervising high performing administrative teams to deliver objectives	X		Application Interview Task
Experience of line managing teams and complex people situations	X		
Experience of budget ownership and management, using financial systems to	X		

monitor and evaluate business operations			
Experience of providing a customer focussed support service, working with internal and external partners	X		
Experience of supporting Health and Safety within a complex setting	X		
An understanding of the Single Central Record for Safeguarding		X	
An understanding of Safer Recruitment Procedures		X	
Knowledge of marketing strategies and the use of social media to support business opportunities		X	
An understanding of strategic leadership in Education		X	
Experience of working in support services within an educational setting		X	
Skills	Essential	Desirable	How Identified
The ability to solve problems and make good decisions and willingness to make difficult decisions	X		Application Interview Task
The ability to be discreet and keep confidentiality along with applying tact and diplomacy	X		
Be self-motivated with a flexible approach to work and the ability to motivate the team	X		
The ability to prioritise workload effectively to meet deadlines	X		
High level communication skills with the ability to communicate at all levels	X		
Good IT skills, proficient in MS Office	X		

Be standards driven	X		
The ability and willingness to sometimes work outside normal academy hours dependant on academy and community needs	X		
The ability to travel to multi-site locations across the Trust as required	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrates up to date knowledge of relevant legislation and guidance in relation to working with young people		X	