OPERATIONS MANAGER

	Essential Requirements	Selection
Knowledge/ Experience	• Professional qualification to degree level or equivalent	AI
	• Experience in a senior, middle management position in the public or private sector in administration and / or finance	AI
	• Knowledge and experience of personnel management	AI
	• Knowledge and experience of financial and budget management procedures	
	• Knowledge and experience of management and administrative procedures	AI
	• Knowledge of management information systems, database and spreadsheet applications	AI
Skills/Abilities Interpersonal	The Operations Manager should be able to:	
	• analyse information and communicate effectively both orally and in writing with governors, students, staff, parents and outside bodies	AIT
	• demonstrate leadership skills and be able to motivate and encourage teamwork	AIT
	• negotiate and consult effectively	AIT
	• direct, prioritise, plan and co-ordinate the work of others	AI
	• build, support and work as part of a high performing team	AI
	• be approachable and flexible	AI
	• develop good relations with staff and others	AI
	• devolve responsibilities, delegate tasks and monitor outcomes	AI
	• seek advice and support when necessary	AI
	• deal sensitively with people and resolve conflicts	AI
Skills/Abilities Other	The Operations Manager should also:	
	• Experience in a management role	AIT
	• have good decision making skills, after collecting and weighing evidence	
	• have a high level of ICT skills - use Microsoft Office software	AIT
	• be able to develop innovative practice	AI
	• have good organisation and planning skills	AI
	• be able to manage a range of priorities and prioritise responses	AI
Attributes	• Flexibility and a willingness to adapt to changing circumstances	AI
	• Resilience, enthusiasm, energy and vigour	AI
	• Honesty, reliability, integrity and commitment	AI
	• Intellectual ability	AI
	• A sense of perspective	AI

A = Application, I = Interview, T = Task