

Operations Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of secondary education with GCSE level 5 (or equivalent) • NVQ Level 5 or equivalent • First Aid qualification 	<ul style="list-style-type: none"> • Formal Facilities Management qualification (CFM accreditation from IFMA) • NEBOSH qualification
Experience	<ul style="list-style-type: none"> • Minimum 5 years' experience in a support role (2 years of which are at a senior level) • Experience of managing a department budget • Line management experience and staff appraisals • Experience of working in an educational setting • Experience of project / capital management 	<ul style="list-style-type: none"> • Experience of working in an educational setting
Skills	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Ability to plan and organise effectively • Management skills • Ability to train, supervise and develop other staff • Ability to work on own initiative • An understanding of the importance of confidentiality • Ability to interpret advice/statute and to devise policy/practice in light of these • Can demonstrate good organisational skills and the ability to forward plan 	<ul style="list-style-type: none"> • Evidence of continued professional development to enhance core skills.
Knowledge	<ul style="list-style-type: none"> • Knowledge of H&S, risk assessments and core operational policies and procedures • Very good numeracy and literacy skills • Excellent computer skills 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and young people, colleagues, and senior leaders • Approachable and willing to take matters forward to a satisfactory conclusion • Shows commitment to work and a strong work ethic • Ability to work well as part of a team • Flexibility and reliability 	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.