

Person Specification

Job title:	Head of Business & Operations	
Reports to:	Principal	Scale M: Points 44 - 47

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	
Essential	
1. Degree level or equivalent vocational qualification.	1, 2 & 3
2. Evidence of recently undertaken professional development and subsequent practical application and impact.	1, 2 & 3
Desirable	
3. Current knowledge and understanding of appropriate legislation and requirements for example, schools admissions, appeals, safer recruitment.	1, 3 & 4
EXPERIENCE	
Essential	
4. Experience of the day to day management of a successful operational function.	1, 3 & 4
5. Evidence of effective leadership and line management of staff including a team.	1, 3 & 4
6. Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves, and others on occasion	1, 3 & 4
Desirable	
7. Experience of working in a school, academy or other educational based background.	1, 3 & 4
8. Experience of HR and/or school admissions/appeals.	1
KEY SKILLS	
Essential	
9. Excellent interpersonal skills, and able to adapt communication style to specific audiences.	1, 3 & 4
10. Competent and working knowledge of computer applications including Microsoft Office.	1 & 3
11. High level of accuracy in written work and data entry.	1, 3 & 4
12. The ability to produce clear and concise reports.	1 & 3
13. Flexible, proactive, positive approach to work.	1 & 3
14. Able to encourage, support and inspire your team.	1 & 3
15. Ability to demonstrate a high level of trust and integrity and deal sensitively	1 & 3
16. and appropriately with confidential, personal information.	1 & 3
17. Process driven and strong analytical skills.	1 & 3
OTHER FACTORS	
Essential	
1. Personal and professional resilience	1 & 3
1. Flexibility in working hours according to the needs of the role/school	1 & 3
1. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
1. Ability to work with a wide variety of people internal and external.	1 & 3
2. Ability to be proactive and use own initiative to be creative and think beyond the obvious solutions	1 & 3
3. Interpret and communicate data effectively	1 & 3

Person Specification prepared by:	HR
Designation:	Budmouth Academy Weymouth

Evidence method for criteria

1. Application Form
2. Sight of Certificates
3. Interview
4. References