

School Operations Manager – Primary

Person Specification		
Post title: School Operations Manager – Primary		Grade: 6
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I), Reference (R), test (T), or other (give details)
Qualifications GCSE Maths and English A-C or equivalent (or equivalent level of experience. Business and administration qualification (NVQ and above) or equivalent experience. Evidence of continuous professional development. Educated at degree level Touch typing/word processing qualification	E E E D D	A A A A A
Experience Experience of working in an office environment. Experience of working in a school or similar setting. Experience of clerical and administrative support. Competent user of the full Microsoft Office suite of programmes. Experience in maintenance of computerised and paper records. Experience of using SIM, Oracle Fusion and iAM Compliant. Experience of leading and managing teams including recruitment, professional development and performance management.	E E E E E D D	A A AI AI AI A A
Knowledge, skills and abilities Skilled at communicating effectively with a range of stakeholders using a variety of systems (written, verbal, email). An excellent understanding of up-to-date safeguarding requirements. Knowledge and understanding of Health and Safety legislation. Ability to work to deadlines and make appropriate decisions in a highly pressured environment. Knowledge of school policy and procedures	E E E E D	AIR AIR IR IR AIR
Personal Qualities Able to work collaboratively with own team members and wider school community.	E	IR

<p>A commitment to upholding and promoting the values of the school and Trust.</p> <p>High level of initiative.</p> <p>Strong interpersonal skills and commitment to upholding the Nolan Principles of Public Life.</p> <p>Resilient, with ability to deliver a complex and demanding workload.</p> <p>Ability to establish and maintain confidential and sensitive relationships with parents, staff and pupils.</p> <p>Excellent organisation and planning capability, managing multiple cyclical priorities.</p> <p>Excellent communication skills.</p> <p>Ability to remain calm and positive when dealing with children and parents.</p> <p>A flexible approach to work and ability to adapt to the changing needs of the school</p>	E	IR
	E	IR
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<p>Other</p> <p>Commitment to equality and diversity.</p> <p>Commitment to Health and Safety.</p> <p>Commitment to safeguarding and protecting the welfare of children and young people.</p> <p>Willing to undertake first aid training.</p>	E	I
	E	I
	E	I
	D	I
Note: We will always consider your references before confirming a job offer in writing.		
Prepared by HR		Date: May 2025