

Person Specification

Business and Operations Manager

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in College Business Management, or equivalent qualification or experience in relevant discipline. 	<ul style="list-style-type: none"> • Management Qualification
Experience/Skills	<ul style="list-style-type: none"> • At least 3 years Management experience • Experience of guiding, motivating and developing team members • Management of contracts and/or financial bidding Systems and processes • Preparation of budgets and management of the budgeting process • Proven experience of working with computerised financial and management information systems • Working in a team and leading a team • Ability to relate well to children and to adults • Good organising, planning and prioritising skills • Methodical in approach with experience of delivering accuracy and thoroughness in a task 	<ul style="list-style-type: none"> • Knowledge of PS Financials Accounting System • Experience of working in the education sector
Knowledge	<ul style="list-style-type: none"> • Have Leadership and Management knowledge and experience • Have significant experience in written and oral communication 	<ul style="list-style-type: none"> • Understanding of the financial framework of Multi Academy Trusts.

	<ul style="list-style-type: none"> • Have significant experience within a financial environment. • Negotiating skills • Have commercial business and awareness. • Evidence of ability to establish effective working relationships. • Have the ability to adapt to changing circumstances and situations. • Have an awareness and experience of different thinking and decision making styles. • A commitment to own personal development. • Understanding of relevant financial , health and safety, education legislation and its impact on Colleges 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensures own service delivers the diverse needs of its customers and encourage social inclusion • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities • Has a professional, supportive and respectful approach to all staff and colleagues. • Demonstrates active listening skills and is sincere in reaction and communication. • Is able to demonstrate responsibility and accountability. • Is committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. 	

	<ul style="list-style-type: none"> • Is able to suggest solutions, leading and managing others to participation. • Is committed to the provision and improvement of quality service provision. • Has experience of change and is able to positively lead and manage others through change. • Is able to demonstrate decisive action whilst maintaining a positive attitude. • Is able to learn from experiences and challenges in a positive and responsive way. • Is committed to the continuous development of self and others by maintaining professional knowledge sharing this knowledge and encouraging new ideas. 	
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Enhanced DBS clearance • Motivation to work in an environment with children and young people & vulnerable adults. • Ability to form personal boundaries in an environment with young people and vulnerable adults. 	