



Person Specification

School Operations Manager

School: St Leonard's Catholic School, North End, Durham, DH1 4NG
 Grade: Grade N SCP 43-46 (£46,845 - £49,925)
 Hours: 37 hours per week, Full Year, Permanent
 Reports to: Headteacher

Person Specification	Essential/Desirable
Qualifications & Training	
Business Manager qualification or equivalent, or commitment to working towards	E
Degree level qualification or equivalent professional qualification, or commitment to working towards	D
Evidence of Continuous Professional Development	E
Experience	
Understanding of school management issues	E
Delivery of value for money initiatives	D
Experience of holding staff to accountability	E
An ability to interpret legislation and regulations	E
Personal Attributes	
Resilience, the ability to work under pressure and be able to meet deadlines	E
Ability to show sensitivity and objectivity in dealing with confidential issues	E
Ability to work flexibly and outside Trust hours if the need arises	E

Excellent communication skills (including written, oral and presentation skills)	E
Excellent interpersonal skills	E
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow BWCET safeguarding policies and to the Trust's ethos, vision, values and aims.	E

December 2021