

Services Manager: Person Specification

Person Specification				
Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview. Applicants should be able to <u>demonstrate</u> how they <u>meet the core criteria</u> relevant to the post:				
Criteria Type E= Essential D= Desirable A= Application I= Interview	Identified By			
	E	D	A	I
Experience				
Minimum of three years working in a senior line management position	✓		✓	
Experience of budget management	✓		✓	
Experience of using school-related Management Information System		✓	✓	
Work experience in a school environment		✓	✓	
Experience in project management		✓	✓	
Experience in a management role in site and premises		✓	✓	
Qualifications, Training & CPD				
Business Management Qualification, preferably In School Business Management		✓	✓	
Completed recognised Health and Safety Training	✓		✓	
Proven record of CPD in areas relevant to the post.		✓	✓	
English and Maths GCSE (or equivalent) at grade C or above.	✓		✓	
Knowledge & Skills				
Good ICT literacy.	✓		✓	
Sound literacy and numeracy skills	✓		✓	
Knowledge of school-related MIS.		✓	✓	
Intermediate Microsoft Excel skills.		✓	✓	✓
Good ability to analyse, interpret and make effective use of data.		✓	✓	✓
Knowledge of fundraising and grant applications		✓	✓	
Knowledge of Requirements for schools for Educational Visits		✓	✓	
Ability to make effective use of ICT and resources.	✓		✓	
Be able to take personal responsibility for organising, prioritising and managing own workload and that of others.	✓		✓	
Personal Qualities & Attributes				
Good, written and verbal communication skills; able to relate well to school staff, candidates of all abilities, parents and carers.	✓		✓	
Ability to develop positive working relationships	✓		✓	
Ability to lead and motivate a team	✓		✓	
Ability to work effectively and relate to all people	✓		✓	
Personable and friendly manner, willing and helpful.	✓			✓
work effectively under pressure and maintain confidentiality.	✓		✓	
Able to work accurately and to deadlines,	✓		✓	
Strong commitment to personal development through CPD	✓		✓	
In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:				
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children • Ability to relate well to children and young people • Ability to stay focused whilst being able to problem solve and use own initiative as appropriate • Ability to organise, prioritise and complete tasks efficiently and effectively • Ability to communicate effectively and to impart clearly knowledge for the benefit of others • Flexible, adaptable and professional approach to work • Openness to new ideas • Punctual, reliable and an ability to keep to deadlines • Ability to maintain confidentiality 				
<i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i>				