



HATTON ACADEMIES TRUST

PERSON SPECIFICATION

Post Title: Operations Manager - Trust

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Educated to A level or equivalent further education (e.g. diploma) ✓ • English and Maths O Level / GCSE Grade C or above ✓ • Professional qualification in Facilities Management or Health and Safety ✓ 			<p>1 and 3</p> <p>1 and 3</p> <p>1 and 3</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working within an Educational establishment or environment in an operational / facilities management capacity ✓ • Significant experience of working within a private organisation in an operational / facilities management capacity ✓ • Experience of managing transformational or organisational change. ✓ • Experience in administration, including health & safety, general policies & procedures and line management functions & procedures ✓ • Experience of working with external agencies and contractors ✓ • A day to day working knowledge of health and safety in a premises management context ✓ • Previous experience of leading and managing different teams ✓ • Previous experience of creating and implementing asset management and improvement plans ✓ 			<p>1 and 3</p> <p>1, 2 and 3</p> <p>1, 2 and 3</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p>

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<ul style="list-style-type: none"> • Experience of delivering high quality professional development and training to other colleagues 		✓	1 and 2
Skills & Knowledge <ul style="list-style-type: none"> • Able to communicate effectively, orally and in writing • Able to lead, manage and motivate others • Able to deal confidently and professionally with students and families • Able to present confidently to other professionals • Able to work collaboratively and professionally with others to achieve common goals • Able to use / analyse assessment and data to secure improvement in systems or assets • Able to manage and deal with complex issues and problem solving • Confident in own ability to be effective and to take on challenges • Good ICT skills • Efficient and effective administrative, organisational and personal management skills • Clear understanding of self-evaluation • Awareness of the performance management processes 		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2 1 and 2
Personal Attributes <ul style="list-style-type: none"> • A high level of personal motivation and able to motivate others • Naturally adopts a positive approach to problem solving • Energy, enthusiasm and perseverance • Reliability, resilience and integrity • Good interpersonal skills 		✓ ✓ ✓ ✓ ✓	1 and 2 1 and 2 1 and 2 1 and 2 1 and 2

<ul style="list-style-type: none"> • Positive commitment to individual personal and professional development • Capacity to work hard, under pressure, to meet deadlines • A good record of work attendance during the last three years • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • Suitable to work with Children 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>2</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to working inclusively 	<p>✓</p> <p>✓</p>		<p>2 and 3</p> <p>2</p>

1 - Application Form

2 – Interview

3 - Documentary Evidence