



## Person Specification

Job Title

**Operations Manager Further Education**

### Qualifications



#### Essential

Level 4 NVQ in Business Administration or equivalent or be willing to work towards this qualification.	A/I
Level 4 NVQ in Leadership & Management or equivalent or be willing to work towards this qualification.	A/I
Level 2 in English and Level 2 Maths or be willing to work towards this qualification	A/I

### Key skills

#### Essential

Understanding and application of policy, planning, and strategy	A/I
Experience of effective scheduling and rota management to ensure service levels are met.	A/I
Proficiency in Microsoft Office applications i.e. outlook, word, excel.	A/I
Excellent standard of verbal and written communication	A/I
Ability to prioritise and manage own time to meet required deadlines in a challenging and pressured environment	A/I
Ability to work collaboratively with a multi-disciplinary team	A/I
Be self-motivated, work under own initiative and be focused in identifying and implementing solutions.	A/I

#### Desirable

Proficiency using scheduling software	A/I
Experience recruiting, inducting and developing individuals and teams.	A/I

### Experience

#### Desirable

Experience of working with people with challenging and complex needs and disabilities. Including autism and challenging behaviour	A/I
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### Knowledge

#### Essential

Understanding the need for Confidentiality and Data Protection Regulations	A/I
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#### Desirable

Knowledge of safeguarding children and adults' procedures	A/I
Knowledge of the Mental Capacity Act, Care Act 2014, DoLs, Health & Social Care Act 2008, Health & Safety at Work Act.	A/I

### Other personal requirements

#### Essential

Flexibility to work the hours and days to meet the varying needs of the service.	A/I
A respectful and inclusive attitude when working with all stakeholder groups.	A/I

#### Desirable

Access to a vehicle	A
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### How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview