

GLF Schools - Person Specification

Position: Trust Business & Operations Manager		
	Essential	Desirable
Qualifications		
Good standard of education; excellent numeracy and literacy	✓	
CSBM (or higher) qualification or equivalent experience		✓
Experience and Skills		
At least 3 years of school experience leading aspects of school business & operations	✓	
Proven experience of producing high quality communications materials	✓	
Strong IT skills	✓	
Excellent prioritization and time management skills	✓	
Ability to communicate at all levels with external and internal contacts both orally and in writing, and excellent interpersonal skills	✓	
Ability to cope calmly with conflicting demands, deadlines, and interruptions	✓	
Ability to analyse problems and formulate different approaches leading to resolution	✓	
Good understanding and commitment to equal opportunities	✓	
Personal attributes		
Ability to be an effective team player	✓	
Interest in own personal development and a willingness to undertake further training	✓	
An ability to proactively support others, use initiative and prioritise work	✓	
Confidence, enthusiasm and a positive outlook	✓	
High expectations and a commitment to raising standards of attainment of self and others	✓	
Accuracy and attention to detail	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	✓	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		