

VILLA REAL SCHOOL
Job Criteria – Operations Manager

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
APPLICATION	<ul style="list-style-type: none"> Fully completed Application Form Fully supported references 	<ul style="list-style-type: none"> Letter of application 	<ul style="list-style-type: none"> Application form References
QUALIFICATIONS	<ul style="list-style-type: none"> 4 GCSEs or equivalent in Maths and English NVQ2 or equivalent qualification desirable. Evidence of Professional Development in Site Maintenance. Health and Safety at work qualifications 	<ul style="list-style-type: none"> Experience in operation of alarm systems and security procedures First Aid Training qualification 	<ul style="list-style-type: none"> Application form References
EXPERIENCE	<p>Experience of:</p> <ul style="list-style-type: none"> working successfully and cooperatively as part of a team. management of fire safety and associated through the process of risk assessment 	<ul style="list-style-type: none"> Working in a school Deputy for hydrotherapy pool 	<ul style="list-style-type: none"> Application form Interview
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> Willingness to participate in development and training opportunities 		<ul style="list-style-type: none"> Application form Interview
SKILLS	<ul style="list-style-type: none"> Access to a car or means of mobility support (if driving must have a current valid driving licence and appropriate insurance). <p>Ability to:</p> <ul style="list-style-type: none"> To work methodically, thoroughly and to a consistently high standard; Work under pressure to meet deadlines; Supervise a team and work alone as required; Good ICT skills; efficiently organise, prioritise and work to deadlines 	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> incident recording 	<ul style="list-style-type: none"> Application form Interview
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of H&S including COSHH and manual handling procedures and precautions; Knowledge of Moving and Handling of objects and pupils; Awareness of health and hygiene procedures, including Individual Health Care Plans 	<ul style="list-style-type: none"> Knowledge and understanding of security and health and safety issues and their practical application 	<ul style="list-style-type: none"> Application form Interview
PERSONAL ATTRIBUTES	<p>Ability to :</p> <ul style="list-style-type: none"> Communicate with a team, reporting and passing on information as required; Communicate and liaise with contractors when required; Motivate when leading and supervising other members of the team 		<ul style="list-style-type: none"> Application form Interview