



Director of Operations

The Heathland School, Wellington Road South, Hounslow TW4 5JD

[The Heathland School - Home](#)

PERSON SPECIFICATION

To be considered for this appointment, candidates will be expected to demonstrate evidence of the following:

Qualifications and Experience

Essential

- Experience of contributing to an organisation at a strategic level.
- Financial management experience in an organisation with a multi-million-pound annual budget.
- Administrative experience in a complex organisational environment.
- A track record of successfully recruiting, line managing, and developing members of staff, ensuring high levels of performance and accountability.
- Knowledge of Health and Safety legislation
- Experience of using data input systems.
- Experience of using purchasing systems.
- Level 4 qualification in a school business management discipline (Leading Support Services, Finance, Infrastructure, Procurement, HR or Marketing), Level 4 Diploma in School Business Management, and/or Accountancy/Finance qualifications

Desirable

- Experience of working in an educational setting.
- Knowledge of the schools sector.
- Degree in Business\Administration\Finance or equivalent recognised qualification
- Experience of implementing Health and Safety policies and risk assessment

Skills and Attributes

Essential

- An ability to manage the School's budget, both on a strategic and day-to-day level.

- An ability to produce and adopt long-term financial plans up to five years ahead.
- A pragmatic approach to strategic planning.
- A calm and measured temperament, with the ability to work methodically and accurately under pressure.
- The ability to lead, organise and motivate a team.
- The experience and ability to deal positively with staff, students and parents.
- Effective time management skills.
- Effective use of ICT.
- The ability to think strategically.
- The ability and motivation to constantly improve your own practice and knowledge through self-evaluation, CPD and learning from others.
- The ability to support colleagues and function as an effective part of a the Heathland Leadership Team.
- An awareness of child protection and safeguarding, and an understanding of the importance of ensuring a culture of rigour around these issues.
- Flexibility and positivity, dedication and trustworthiness.
- A strong personal alignment with The Heathland School's core values.
- The highest possible level of integrity and commitment to ethical leadership.
- An ability to establish and develop positive relationships throughout the School.

Desirable

- Detailed understanding of the education funding landscape and context.

Or

For the avoidance of doubt, it is not essential for candidates for this post to hold an accountancy qualification.