



Ripon Grammar School

Person Specification for Director of Strategic Operations (DSO)

	Essential	Desirable
EDUCATION / QUALIFICATIONS		
Degree level or equivalent	YES	
Business management qualification or other relevant qualification		YES
A record of Continuing Professional Development activities	YES	
KNOWLEDGE & EXPERIENCE		
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	YES	
Experience as a member of a Senior Leadership / Management Team where the contribution to wider strategy and policy-making has been essential.	YES	
Experience delivering change management programmes.	YES	
Experience delivering on multiple projects.		YES
Experience of schools' education finance, HR and other aspects of education administration.		YES
Experience leading and/or managing budgeting and reporting processes in an organisation.		YES
Experience working with a range of internal and external stakeholders.	YES	
Knowledge and experience of managing procurement, contracts for services etc.	YES	
Extensive experience managing and motivating staff, and proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	YES	
Experience of having contributed to policy and structure formulation, implementation, evaluation and review.		YES
SKILLS, BEHAVIOURS & QUALITIES		
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively plan action to raise performance.	YES	
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	YES	
Strong interpersonal, written and oral communication skills.	YES	
Strong organisational and time-management skills and the ability to delegate appropriately.	YES	
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	YES	
Confidence and self-motivation.	YES	
The ability to work well under pressure and manage conflicting demands.	YES	
Flexibility and willingness to be adaptable.	YES	