

OPERATIONS OFFICER - ASPIRATIONS LEARNING INSTITUTE

Personal Specification		
	Essential	Desirable
Qualifications		
GCSE grade C or above (or equivalent) in maths and English	✓	
Evidence of accredited learning related to the role		✓
Willing to undertake training in relation to the role as needed	✓	
Experience		
Proven experience in office management, operations management, or a similar administrative role.	✓	
Strong background in data management, reporting, and compliance.	✓	
Familiarity with compliance regulations in an educational or similar field		✓
Knowledge of educational policies (or similar) relating to initial teacher training, ECT or workforce development		✓
Experience of working with varied external stakeholders to ensure seamless communication and program execution in line with administrative tasks	✓	
Skills and Abilities		
Strong communication skills, both written and verbal, with the ability to engage with various stakeholders.	✓	
Proficient in the use of office software (e.g., Microsoft Office Suite, Google Workspace), and data management tools.	✓	
Excellent problem-solving skills with the ability to adapt to changing priorities and requirements.	✓	
High attention to detail, ensuring accuracy in data management, reports, and documentation.	✓	
Exceptional organizational skills with the ability to manage multiple tasks and meet deadlines.	✓	

Personal Qualities		
Proactive, with a strong sense of initiative and the ability to work independently and as part of a team.	✓	
A collaborative and flexible approach, able to build relationships with internal teams and external partners.	✓	
Ability to manage sensitive and confidential information with professionalism and discretion.	✓	
A calm and composed demeanor under pressure, capable of managing competing priorities effectively.	✓	
To be honest and transparent	✓	
Other		
Able to and ensure adherence to workplace health and safety regulations	✓	
Organize and maintain emergency procedures and safety protocols	✓	
Adhere to safeguarding protocols in relation to confidentiality and child / adult protection	✓	
Full driving licence	✓	