

### Person Specification

#### Post Title: Office Manager - Grade 7 (37 hours - term-time plus 5 days)

Attributes/Requirements	Essentials	Desirable	How Identified
Education, Qualifications and Vocational Training	Willingness and ability to obtain and/or enhance qualifications and training for development in the post <i>GCSE C or above in Maths and English</i>	First Aid Certificate NVQ3 or above in Business Administration or equivalent qualification in a relevant discipline (or working towards)	Application Form Examination of Certificates Interview
Relevant Experience	Managing staff Developing, managing and operating clerical /administrative/financial and organisational systems Working in an office environment School finances and managing budgets Analysing and evaluating data	Competent use of SIMS Management systems Working with Children Working knowledge of GDPR	Application Form References Interview
Knowledge and Skills	Good knowledge of financial regulations Excellent attention to details Excellent literacy/numeracy skills Competent use of IT packages including word processing, excel and publisher etc Ability to use relevant office equipment effectively Ability to plan, organise and prioritise	First Aid knowledge	Application Form Interview References
Personal Characteristics	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, professionalism, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school		Application form References Interview

	<p>Ability to work under pressure and prioritise effectively in a busy office</p> <p>The ability to form effective working relationships quickly to delivery added value to the team and service</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Commitment to safeguarding and equality</p> <p>Responds independently to unexpected problems and situations</p> <p>Contributes clearly and effectively to discussion with others</p> <p>A calm, pleasant and empathetic, patient, enthusiastic and resourceful manner</p> <p>Ability to be flexible and work as part of a team</p> <p>Good relationship with children and adults</p> <p>Willingness to undertake further training as required</p>		
Physical Attributes	Medical clearance as advised by the Occupational Health Adviser		Health Questionnaire
Additional Factors	<p>Sensitivity to the importance of confidentiality of information</p> <p>Friendly and approachable</p> <p>Ability to relate well to children and adults</p> <p>Flexible approach to meeting the needs of the role/school</p>		Reference Interview
Contra-Indicators	This post is not subject to the provision of the Rehabilitation of Offenders Act therefore enhanced DBS checks are required		Disclosure and Barring clearance