

Person specification for School Office and Administration Manager

Qualifications and Experience:	Essential	Desirable
1. Office administration experience	✓	
2. Experience of working in schools		✓
3. Team supervision or management	✓	
4. Experience of using Arbor (training available if required)		✓
5. Current first aid at work qualification (or equivalent) (training available if required)		✓
6. The equivalent of 5 or more GCSEs (including English and maths)		✓
7. Educated to at least A Level or equivalent relevant experience	✓	
8. Experience of working effectively with children, young people and families		✓

Professional knowledge and understanding, skills and attributes:	Essential	Desirable
9. A high level of ICT skills using a variety of software packages, MS Office and Google	✓	
10. The ability to achieve challenging professional targets/objectives	✓	
11. The ability to develop and implement policy and practice which reflects the school's commitment to high achievement	✓	
12. The ability to use IT systems effectively to produce reports, record information and monitor outcomes	✓	
13. The ability to set standards and provide a role model for students and other staff	✓	
14. To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	✓	
15. The ability to promote the ethos aims and objectives of the school to the wider community	✓	
16. The ability to prioritise own time and others, work under pressure and to meet workload demands with a sense of balance and perspective	✓	

Personal skills/attributes:	Essential	Desirable
17. Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision	✓	
18. Problem-solving skills – able to investigate and solve problems with creative solutions	✓	
19. Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others to a variety of audiences.	✓	
20. The ability to develop new ideas	✓	
21. Personal impact and presence	✓	
22. Energy, determination and perseverance	✓	
23. Self confidence	✓	
24. Enthusiasm and commitment	✓	
25. Contacts and relationships – deal with possible contentious and complex relationships with some authority.	✓	
26. Tact, persuasion and sensitivity	✓	
27. Reliability and integrity	✓	
28. A commitment to equal opportunities	✓	
29. A commitment to safeguarding and promoting the welfare of children and young people	✓	

Note - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

The skills in red text must be clearly demonstrated on the job application form for the candidate to be considered for selection. These skills will be assessed as part of the interview process.