



SIGMA TRUST

Person Specification

Office Manager

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Successful experience of administrative work in a busy office environment 	✓	
<ul style="list-style-type: none"> • Working knowledge of general school policies and procedures 		✓
<ul style="list-style-type: none"> • 5 GCSEs (including English & Maths) at Grade C and above or equivalent 		✓
<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems and ICT packages, including Microsoft Office 	✓	
<ul style="list-style-type: none"> • First Aid Qualification 		✓
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Working knowledge of Google platforms 		✓
<ul style="list-style-type: none"> • Ability to work accurately with attention to detail 	✓	
<ul style="list-style-type: none"> • Ability to lead and motivate a team in a positive and successful way 	✓	
<ul style="list-style-type: none"> • Good numeracy and literacy skills 	✓	
<ul style="list-style-type: none"> • Work constructively as part of a team, understanding organisational roles and responsibilities 	✓	
<ul style="list-style-type: none"> • Ability to provide timely and accurate information 	✓	
<ul style="list-style-type: none"> • Ability to work effectively with a range of adults, both internally and with external agencies 	✓	
<ul style="list-style-type: none"> • Experience of the use of complex information databases, preferably Arbor 	✓	
<ul style="list-style-type: none"> • Able to maintain a high level of confidentiality and discretion at all times 	✓	
<ul style="list-style-type: none"> • Ability to exchange verbal information clearly and sensitively with children and adults 	✓	
<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy 	✓	
<ul style="list-style-type: none"> • Understand and implement child protection procedures 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	✓	
<ul style="list-style-type: none"> • Able to work under pressure and meet conflicting demands 	✓	

within deadlines		
• Ability to follow instructions effectively	✓	
• Demonstrate a commitment to equality	✓	
• Be prepared to develop and learn in the role	✓	

GREATER THAN THE SUM OF ITS PARTS