

PERSON SPECIFICATION – Office Manager

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the advertised role. It will be used in the short-listing and interview process for this post.

	Essential	Desirable
Qualifications	• GSCE or equivalent 4 or above in English and Maths • NVQ Level 4 or equivalent qualification or experience in relevant discipline • Commitment to ongoing professional development	• First Aid qualification
Experience	• Relevant experience working in office environment at an appropriate level • Experience managing diaries and calendars	• Experience working in a school environment • Experience working within a trust
Knowledge and Skills	• Working knowledge of relevant policies/codes of practice/legislation • Ability to plan and development systems • Ability to relate well to children and adults and constructively as part of a team • Customer focussed and welcoming • Attention to detail • Ability to prioritise and work effectively with interruptions • Strong written and verbal skills • Excellent ICT skills, including using Microsoft Office	• Able to use an MIS such as BromCom • Completing financial administrative tasks • Familiar with census completion
Personal Attributes	• Enthusiastic • Resilient and calm under pressure, coping with changing priorities • Caring professional manner • Sense of humour • Punctual, flexible and organised.	• Creative
Ethos and safeguarding	• Commitment to the ethos of the school. • Respect and maintain confidentiality • Have regard to the safeguarding protocols of information sharing where necessary. • Follow all school policies and procedures.	• Relevant training or qualification in safeguarding/child protection