**School Office Manager**

**Smeeth Community Primary School**

**Personal Specification:** Office Manager

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| **Qualifications / Education** | Diploma in Office Management or relevant experience |
| **Experience** | Experience of working in a school office or for senior leadership in a school |
| **Skills and Abilities** | Excellent writing skills / communication  Ability to undertake training  Excellent interpersonal and organisational skills    Computer literacy – ability to produce a range of documents and reports  Ability to undertake research and analyse data  Diary and time-management skills  Ability to work to deadlines and prioritise  Ability to be flexible and proactive  Ability to develop, monitor and maintain effective computerised and manual systems  Ability to reason and problem-solve  Ability to take accurate notes and minutes of meetings    Ability to support the administration of financial systems  Commitment to equalities and the promotion of diversity in all aspects of working |
| **Knowledge** | Knowledge and experience of management systems and specialist ICT packages  Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol  Knowledge of computerised and manual filing systems  Awareness of new initiatives, policy changes and their impact on the management of the school  Awareness of Data Protection and confidentiality issues  Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety |
| **Personal Attributes** |  |