**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 / communicationAbility to undertake training Excellent interpersonal and organisational skills Computer literacy – ability to produce a range of documents and reportsAbility to undertake research and analyse dataDiary and time-management skillsAbility to work to deadlines and prioritiseAbility to be flexible and proactiveAbility to develop, monitor and maintain effective computerised and manual systems Ability to reason and problem-solveAbility to take accurate notes and minutes of meetings Ability to support the administration of financial systemsCommitment to equalities and the promotion of diversity in all aspects of working |
| **Knowledge** | Knowledge and experience of management systems and specialist ICT packagesKnowledge 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 systemsAwareness of new initiatives, policy changes and their impact on the management of the schoolAwareness of Data Protection and confidentiality issuesStaff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety |
| **Personal Attributes** |  |