



Person Specification: Office Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their letter of application how they meet these criteria.

	CRITERIA	Essential
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 or 3 Diploma. 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of working for Headteacher and Leadership Groups within a school setting Experience of drafting letters, reports and correspondence Experience of supervising staff Experience of schools financial processes and budgets 	<ul style="list-style-type: none"> ✓ ✓
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Report-writing skills and ability to draft and edit correspondence Supervisory skills Ability to undertake training and recruitment Excellent interpersonal and organisational skills when dealing with children, families, all levels of staff and external contacts Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows Word, Excel spreadsheet and database functions Ability to undertake research and manipulate and analyse data Diary and time management skills Ability to organise own workload and that of others to achieve a range of deadlines Ability to balance constantly changing priorities Ability to work within a climate of change and self-improvement Ability to take a proactive approach Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements Ability to investigate complex queries and anomalies when required Ability to take accurate notes and minutes of meetings Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned Co-ordination skills when arranging meetings and appointments and arranging client care arrangements when required Ability to oversee the administration of financial systems Commitment to equalities and the promotion of diversity in all aspects of working 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓



KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and experience of relevant systems and specialist ICT packages. Knowledge of SIMS• 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 General Data Protection Requirements 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	✓ ✓
Behaviours	<ul style="list-style-type: none">• Excellent attendance and punctuality• Be able to present a positive face even when working to tight deadlines and under pressure• Maintain high levels of confidentiality• Have a rigorous attention to detail• Be able to use initiative• Be willing to challenge where improvement is possible	✓ ✓ ✓ ✓ ✓ ✓ ✓