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| **Office Manager** |
| **Person Specification** |

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| Criteria | Essential | Desirable |
| Qualification | * Maths and English Language GCSE grades A\*- C * Level 2 in maths and English |  |
| Experience | * Previous experience managing a small office including administration, facilities management, IT & finance * Confident user of SIMS * Experience of working with SLT/ Headteacher * Experience of drafting reports and correspondence * Experience of undertaking a range of clerical and administrative duties * Experience of working in a pressurised environment with competing deadlines * Experience of supervising staff | * Experience of managing a Single Central Record * Experience of special school admissions * To have an understanding of EHCP process |
| Skills, Knowledge and Abilities | * To be numerate with a keen eye for detail * Understanding of data management, including data protection and confidentiality * Competent user of relevant software e.g. Microsoft Office (Word, Excel, Outlook); * Effective interpersonal and communication skills; * Strong organisational and time-management skills and ability to work under pressure; * Ability to plan and develop efficient and effective systems | * Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. |
| Personal Attributes | * Approachable and empathetic; * Organised and resourceful * Self-motivated with a can-do attitude * Flexible and adaptable * Calm and professional * Demonstrate tenacity and resilience * Show positive commitment to improving practice and willingness to attend further professional development |  |