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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
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| 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
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|   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.
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| 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
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