PERSON SPECIFICATION

**Office Manager Grade 6**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** | **HOW EVIDENCED**  |
| EDUCATION/QUALIFICATIONS | GCSE A-C Grade in English and Maths (or equivalent)NVQ3 (or equivalent) in a relevant subject | Certificate in School AdministrationAdditional qualifications specific to secretarial/admin/ICTFirst Aid at Work | Application formCertificates |
| EXPERIENCE | Experience of working in an admin role within a school environmentExperience of using SIMS and FMS to competently carry out a wide range of dutiesAbility to negotiate with contractors and arrange quotesAbility to negotiate Service Level AgreementsAble to work on individual tasks as well as being a team playerManaging a diaryHandling and banking of cash Able to produce financial reports | Experience of taking minutes at meetingsAbility to assist the Head teacher in areas of Health and SafetyConfidence to update school websiteFamiliarity with Juniper system | Application formInterviewReference |
| SKILLS/KNOWLEDGE | A range of IT skills including the use of Microsoft Word, Excel and e mailGood literacy and numeracy skillsAbility to listen sensitively and deal with people in a sympathetic and tactful wayAbility to communicate effectively both orally and in writing using a variety of mediaAbility to correspond and liaise with external agenciesAbility to demonstrate use of own initiativeAbility to prioritise, plan and organise work/tasks both in advance and with short noticeConfident word processing/typing skillsAbility of manage time effectively | Knowledge of Local Government procedures specific to schools | Application formInterviewReference |
| PERSONALQUALITIES | Organised and efficient-able to prioritiseEnthusiastic, self-motivatedPleasant manner when dealing with colleagues, children, parents, visitors etc.Tactful, discreetFlexible approach to workPunctualWillingness to undergo further training |  | Application formInterviewReference |