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 Administration  Additional qualifications specific to secretarial/admin/ICT  First Aid at Work | Application form  Certificates |
| EXPERIENCE | Experience of working in an admin role within a school environment  Experience of using SIMS and FMS to competently carry out a wide range of duties  Ability to negotiate with contractors and arrange quotes  Ability to negotiate Service Level Agreements  Able to work on individual tasks as well as being a team player  Managing a diary  Handling and banking of cash  Able to produce financial reports | Experience of taking minutes at meetings  Ability to assist the Head teacher in areas of Health and Safety  Confidence to update school website  Familiarity with Juniper system | Application form  Interview  Reference |
| SKILLS/  KNOWLEDGE | A range of IT skills including the use of Microsoft Word, Excel and e mail  Good literacy and numeracy skills  Ability to listen sensitively and deal with people in a sympathetic and tactful way  Ability to communicate effectively both orally and in writing using a variety of media  Ability to correspond and liaise with external agencies  Ability to demonstrate use of own initiative  Ability to prioritise, plan and organise work/tasks both in advance and with short notice  Confident word processing/typing skills  Ability of manage time effectively | Knowledge of Local Government procedures specific to schools | Application form  Interview  Reference |
| PERSONAL  QUALITIES | Organised and efficient-able to prioritise  Enthusiastic, self-motivated  Pleasant manner when dealing with colleagues, children, parents, visitors etc.  Tactful, discreet  Flexible approach to work  Punctual  Willingness to undergo further training |  | Application form  Interview  Reference |