Person Specification: Office Administrator

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

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|  | **Essential** | **Desirable** |
| **Qualifications & training** | The Office Manager should:   * be numerate and accurate * excellent communication skills, both verbal and written * Experience Microsoft Excel and Word | * English and Maths to GCSE/ Standard Grade or beyond |
| **Experience** | The Office Manager should have:   * worked in an office environment/school environment * experience of working successfully and co-operating as a member of a team * work on own initiative | * office experience of at least 2 years |
| **Professional Values** | The Office Manager should:   * wish to work within a School and be sympathetic to the school’s ethos and aims and meet the expectations of the school’s governing body * establish and maintain good professional relationships with pupils, parents and colleagues * adopt a flexible approach to working |  |
| **Knowledge and understanding** | The Office Manager should have:   * be confident in the use of email and database programs * experience of banking procedures | * experience of working with school management programmes i.e. SIMS * understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion |
| **Skills** | The Office Manager should:   * promote the school’s aims positively * establish and develop appropriate relationships with parents, governors and local community * communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; * promote a positive working  environment; * be able to prioritise workloads; have excellent time management and organisational skills; * be able to work under pressure and meet deadlines * produce accurate work * be able to use initiative |  |
| **Personal characteristics** | The Office Manager should be:   * knowledgeable and highly competent * punctual * approachable and empathetic * creative and enthusiastic * organised and resourceful * committed * of smart appearance |  |
| **Special requirements** | The Office Manager should:   * have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check |  |