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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Special requirements** | The Office Manager should:* have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check
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