

NEW SEAHAM ACADEMY



PERSON SPECIFICATION OFFICE MANAGER

	ESSENTIAL	DESIRABLE	EVIDENCE
Application	Fully supported in reference Well structured supporting letter		Application Form/ supporting statement References
Professional Qualifications	Good general qualifications at least to GCSE, particularly in English and Maths	Further qualifications in business administration	Application Form/supporting statement
Experience	Prior experience working in a primary school office and using SIMS Prior experience in office management Proven experience of working successfully and cooperatively as a member of a team		Application form/supporting statement References
Professional Development	Evidence of further professional development/training	Willingness to undertake further professional development	Application form
Skills and Knowledge	Discreet, tactful and understand the need for confidentiality Excellent communication skills, both verbal and written Ability to promote the school's vision and aims positively Good at establishing and developing appropriate relationships with all stakeholders Understanding of priorities in respect of working within a school environment A good level of competency in the use of office-based ICT programmes Ability to effectively prioritise workloads in an environment with conflicting demands Excellent time management and organisational skills Be able to work under pressure and meet deadlines with a high level of accuracy Be committed to the best possible outcomes for pupils, the staff and the school		Application form/ supporting statement References Selection Process

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	<p>Understanding of the statutory requirement of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion</p> <p>Ability to take initiative and make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office</p>		
Personal Attributes	<p>Welcoming of change and ability to respond to it with a flexible approach</p> <p>Calm and patient</p> <p>Approachable and empathetic</p> <p>Enthusiasm and sensitivity when working with children and adults</p>		<p>References</p> <p>Selection Process</p> <p>Application form/ supporting statement</p>