**Person Specification – Office Manager Tow Law Millennium Primary School**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | 5 GCSE Maths and English (Grade A-C) (or equivalent).Level 3 Qualification in Administration or related subjectExcellent literacy and numeracy skills.Willingness to undertake further training | First Aid qualificationUp to date Safeguarding trainingEvidence of continued professional development | Application formSelection ProcessPre-employment checks |
| **Experience** | Experience of working within a school office environment.Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.Knowledge and experience of key school systems, for example SIMS, FMS, ParentPay, AnyComms, HR systems.Experience of using ICT including Word Processing, Spreadsheets, Database.Experience of managing budgets, preparing financial reports and working with banking systems.Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environmentExperience of liaising with other professionals in financial setting, e.g. School Finance Officer from the Local Authority, when necessary. |  | Application formSelect processPre-employment checks |
| **Skills/Knowledge** | A calm, positive and pro-active approach.Be dependable and reliable.Ability to work flexibly within the wider school team and to support other roles, as and when necessary.Ability to manage a budget.Ability to communicate efficiently and confidently at all timesAbility to present to groups such as governing body meetingsAbility to work under pressure and to deadlines |   | Application formSelection ProcessPre-employment checksReferences |
| **Personal Qualities** | Able to remain clam, pleasant and courteous at all times, even when faced with challenges and stressful situations.Approachable, reliable, conscientious, articulate, respectful, trustworthy, enthusiastic, positive.Commitment to high standards and to continue personal and professional development.High level of confidentiality and discretion.Effective team member. A strong desire to work in a school environment and to support and be involved in wider aspects of school life.Be a very positive role model to pupils. |  | Application formSelection ProcessPre-employment checks |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.