**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 subject  Excellent literacy and numeracy skills.  Willingness to undertake further training | First Aid qualification  Up to date Safeguarding training  Evidence of continued professional development | Application form  Selection Process  Pre-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 environment  Experience of liaising with other professionals in financial setting, e.g. School Finance Officer from the Local Authority, when necessary. |  | Application form  Select process  Pre-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 times  Ability to present to groups such as governing body meetings  Ability to work under pressure and to deadlines |  | Application form  Selection Process  Pre-employment checks  References |
| **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 form  Selection Process  Pre-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.