Etherley Lane Primary School

Office Manager

Person Specification

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| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications | * NVQ 3 or above in Administration or equivalent * GCSE Maths and English (Grades A – C) | * Further qualifications in IT and/or finance. * First Aid Certificate/medicines in School | Application Form  Certificates |
| Experience | * Working within an admin setting in a School * Experience in managing a full range of administration systems and procedures. * Experience of financial procedures, such as school funds and petty cash. * Experience of establishing and maintaining School based systems such as SIMS.net and FMS. * Experience of establishing and maintaining Database systems * Experience of being an effective member of a team. | * Experience of data analysis. * Previous experience of planning, developing and monitoring admin support systems. * Experience of setting up and using ParentPay on line payment system. * Willingness to undertake further training. | Application Form  Work related task  Interview  References |
| Skills and Knowledge | * Knowledge of School and Local Authority policies and procedures. * Thorough knowledge of Microsoft Office * Knowledge of cash handling and banking procedures. * Knowledge of financial management and reporting. * Excellent written and verbal communications skills. * Organisational skills * Problem solving, negotiating and decision making skills. * Ability to multi-task, manage time effectively and work to deadlines. * Excellent Literacy and Numeracy skills. * Knowledge of safeguarding. | * Experience of stock monitoring and maintaining inventories. * Knowledge of Health and Safety requirements in Schools. * Knowledge of website maintenance. * Knowledge of Government funding streams ie. pupil premium and sports premium. | Application Form  Work related task  Interview  References |
| Personal Qualities | * Ability to listen sensitively and deal with people in a sympathetic and tactful way. * Professional, positive and flexible approach to work. * Ability to work to tight deadlines under pressure. * Confidentiality * Enthusiastic and self-motivated. * Ability to work alone and lead a team. * Ability to work with a range of professionals. * Understanding and a commitment to equal opportunities for children and adults. * A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships. |  | Work related task  Interview  References |