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 FormCertificates |
| 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 FormWork related taskInterviewReferences |
| 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 FormWork related taskInterviewReferences |
| 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 taskInterviewReferences |