**TUDHOE MOOR NURSERY SCHOOL**

**SCHOOL OFFICE MANAGER (GRADE 6)**

 **PERSON SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| Application | * Completed application form and supporting letter.
* (Supporting letter to be no longer than 750 words)
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| Qualifications | * NVQ4 or equivalent in Administration or relevant equivalent discipline
* GCSEs in Maths and English at grade C or above
 | * NVQ4 or equivalent in a relevant discipline
* Word processing / typing qualifications
* Evidence of further training
* Willingness to attend further training
* First Aid qualification (or willingness to work towards)
* Up to date Safeguarding Experience
 | * Application form
* Selection Process
* Certificates
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| Experience | * Previous administrative experience
* Experience of working within an education environment
* Experience of managing database systems
* Experience of maintaining efficient and accurate records
* Experience of managing financial procedures
* Experience of working successfully and co-operatively as a member of a team
 | * Previous experience of data analysis
* Previous experience of planning, developing and monitoring support systems
* Experience of line management
* Experience of dealing with the general public
* Experience of school-based systems, including Oracle and SIMS
 | * Application form
* Selection Process
* Work related testing
* References
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| Skills & Knowledge | * Thorough knowledge of Microsoft Office (Word, Excel, PowerPoint and email)
* Knowledge of cash handling and banking procedures
* Knowledge of financial management and reporting
* Excellent verbal and written communication skills
* Excellent organisational skills
* Problem solving, negotiating & decision-making skills
* Ability to multi-task
* Numerical and analytical skills
* Knowledge of Health and Safety requirements.
* Ability to prioritise workload and meet deadlines
* Ability to provide advice, guidance and information to various audiences
 | * Knowledge of School & Durham Local Authority policies and procedures.
* Knowledge of attendance reporting
* Knowledge of stock monitoring and preparing inventories
* Knowledge of procurement and obtaining ‘best value’
* Knowledge of safeguarding and child protection procedures
 | * Application form
* Selection Process
* Work related testing
* References
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| Personal Qualities | * Positive and flexible approach to work
* Ability to work to tight deadlines and under pressure
* Ability to maintain all aspects of confidentiality
* Self-motivated and a strong work ethic
* Ability to work on own initiative and as part of a team
* A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships
* To be professional at all times
* An understanding of and commitment to equal opportunities and anti-discriminatory practices for both children and adults
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development
 |  | * Application form
* Selection Process
* Work related testing
* References
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