**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) |  |  |
| 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 |
| 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 |
| 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 |
| 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 |