**PERSON SPECIFICATION**

**Office Manager – 6th Form**

|  |  |  |
| --- | --- | --- |
|  | **Essential criteria** | **Desirable criteria** |
| **Qualifications** | 5 GCSE’s (A-C including English and Mathematics) or equivalent |  |
| **Experience** | Experience of leading a team and working in an admin/office based role  Experience of working with SIMS or a similar data management system  Experience of using word processing, spreadsheets, database and IT packages  Ability to handle confidential information with discretion  Event planning and management  Frontline public service environment, with face to face and by telephone | Experience of working in a school environment  Experience of maintaining administrative systems and processes, implementing change where necessary  Experience of working with young people and parents  Marketing |
| **Knowledge and Skills** | Competence in the use of ICT – especially Excel and Word – Publisher would be useful  Excellent communication skills, both written and oral  Excellent administrative and organisational skills  Organisational skills able to deliver on time and to agree quality standards  Understand the importance of confidentiality and discretion  Ability to prioritise own workload | Knowledge of Child Safeguarding procedures |
| **Personal Attributes** | Motivated, enthusiastic, adaptable and flexible approach  Friendly, helpful, welcoming  Excellent interpersonal skills  A desire to develop yourself and those around you as individuals  Ability to work under pressure  Accurate, with good attention to detail  Commitment to Equal Opportunities  Committed team player able to support colleagues and the smooth running of the 6th Form |  |