**PERSON SPECIFICATION**

**Office Manager – 6th Form**

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|  | **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 roleExperience of working with SIMS or a similar data management systemExperience of using word processing, spreadsheets, database and IT packagesAbility to handle confidential information with discretionEvent planning and managementFrontline public service environment, with face to face and by telephone  | Experience of working in a school environmentExperience of maintaining administrative systems and processes, implementing change where necessary Experience of working with young people and parentsMarketing |
| **Knowledge and Skills** | Competence in the use of ICT – especially Excel and Word – Publisher would be usefulExcellent communication skills, both written and oralExcellent administrative and organisational skillsOrganisational skills able to deliver on time and to agree quality standardsUnderstand the importance of confidentiality and discretionAbility to prioritise own workload | Knowledge of Child Safeguarding procedures |
| **Personal Attributes** | Motivated, enthusiastic, adaptable and flexible approachFriendly, helpful, welcomingExcellent interpersonal skillsA desire to develop yourself and those around you as individualsAbility to work under pressureAccurate, with good attention to detailCommitment to Equal OpportunitiesCommitted team player able to support colleagues and the smooth running of the 6th Form  |  |