

**PERSON SPECIFICATION**

**JOB ROLE:** School Office Manager, The Grove

|  |  |  |
| --- | --- | --- |
| **KEY AREAS** | **ESSENTIAL** | **DESIRABLE** |
| **Experience and Knowledge** | * At least 3 years of working in a busy office environment, preferably a school environment * Experience in handling Money * Some supervisory or managerial experience. * Experience of managing and area or department within an office * Experience of some budget management * High quality interpersonal skills * Knowledge of IT systems, software packages * Experience in managing calendars, diaries and events * Experience in setting and working towards targets and deadlines | * At least 5 years working in a **school** office environment * Experience of a managerial role within a school setting or other office setting * Experience of finance management * Knowledge and experience of managing a school MIS * Experience of appraisal processes * Knowledge of educational systems and services |
| **Technical Skills and Attributes** | * Strong IT skills with the ability to learn new systems quickly * A good working knowledge of office management systems such as Microsoft Word/Excel * Strong organisational skills and prioritising. * Strong ability to use initiative with a solution focused approach. * Good communications manner * Confident and able to accept challenge in a professional manner. * Minute taking and preparation of reports * Strong secretarial skills | * Working knowledge of School systems * Working knowledge of Census data * Working knowledge of HR and personnel systems such as central register or School Absence Management. |
| **Personal Skills and Attributes** | * Excellent communication skills, both verbal and written. * A friendly, flexible and professional approach, particularly when multi-tasking under pressure. * Customer oriented and able to relate well to all adults and children. * Ability to maintain confidentiality. * Able to work in, manage and organise teams, delegating where necessary. * Ability to relate and motivate others and maintain positive, professional relationships * Ability to tackle difficult conversations and any difficulties arising within teams. * Manage priorities and meet deadlines. * Ability to work under pressure, remaining calm. * Ability to work in a noisy and busy environment and maintain efficiency. * Exercise tact and diplomacy where relevant. * Ability to professionally uphold the ethos and aims of the school and to reflect this to visitors. * To dress and conduct oneself professionally. * Punctual, reliable and trustworthy. * To demonstrate confidence, enthusiasm, flexibility and responsiveness to change, and a sense of humour. * A desire to learn and develop. | * Website maintenance and development * Ability to set focused staff appraisal targets * Ability to set meeting agendas and run admin meetings |
| **Qualifications and Training** | * English GCSE or equivalent * Mathematics GCSE or equivalent * Willingness to take on any further training required to meet the specification of the JD * At least NVQ Level 3 qualification * IT qualification or proven ability to use IT systems | * Advanced qualifications or NVQ 4 in office / business management or similar |
| **Other Requirements** | * The post holder must respect the confidentiality of all matters relating to the students, staff and families, including data protection. * Willingness to be flexible with working hours to respond to the needs of the school. * A commitment to attend evening meetings as required by the advisory board approximately once a half-term. * Motivated to work within an SEN environment * Commitment to professional development * Commitment to equality of opportunity * Have a positive approach to working with children and a commitment to our safeguarding procedures. * Willing to complete first aid training | * Experience within an SEN setting * Fire Training * First aid training * Safeguarding training |