

**PERSON SPECIFICATION**

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

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| **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
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| **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.
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| **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
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| **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
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| **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
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