



SHELDON SCHOOL

Job Title: Office Manager

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

A = Application form

C = Certificate

T = Test

I = Interview

R = Reference

	Essential	Desirable	Category
Technical Competency (Qualifications and Training)			
English & Maths to GCSE Grade C or equivalent level	√		A, C, I
Excellent ICT skills, experience of using Microsoft Office and Databases	√		A, C, T
RSA III or equivalent		√	A, C, T
Experience of using SIMS.net		√	A
Experience			
Line Management experience	√		A, R, I
Previous Administration experience	√		A, R, I
Experience of working in a team	√		A, R, I
Experience of working with staff at different levels	√		A, R, I
Experience of website maintenance, social media and event organisation	√		A, R, I

Skills and Attributes			
Previous experience in the education sector		√	A, I
Ability to effectively direct the work of a team	√		A, R, I
Ability to keep accurate records	√		A
Excellent organisational skills	√		A, R, I
Ability to demonstrate a proactive approach and show initiative	√		A, R, I
Excellent communication skills, both written and verbal	√		A, R, I
Ability to manage conflicting and changing priorities	√		A, I
Ability to manage own workload and that of others	√		A, I
An interest in education		√	A, I
Personal Qualities			
Strong interpersonal and communication skills	√		I
Ability to remain calm under pressure	√		R, T, I
A positive can do approach	√		
Highly organised and methodical	√		A, R, I
Personable, approachable and courteous at all times	√		R, I
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
Understands the importance of confidentiality	√		A, R, I
Excellent attention to detail	√		A, T
High levels of integrity	√		A, R, I
Good sense of humour	√		I
Safeguarding			
Ability to demonstrate and understanding of safeguarding responsibilities	√		R, I
Other			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	√		I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.