

Brentside High School

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed

Job title: Office Manager **Ealing GLPC Grade:** Scale 7
Point range: 29 - 31
School: Brentside High School **Post No:**
Line manager: School Business Manager
Supervisory responsibility: Responsible for the management of school administrative and clerical staff as necessary
Hours: 35 hours a week (term time 37.5 hours and flexi hours in holidays), full time with 25 days holiday.
solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) To be educated to level 4 (or equivalent, including GCSE maths and English)
- b) Experience of managing a busy office, preferably in a school environment.
- c) Experience of managing a team
- d) Excellent literacy/numeracy skills. (this will be tested at interview).
- e) High level of competence using the internet, word processing, data bases (this will be tested at interview).

Knowledge, Skills and Abilities

- f) Be up to date with current practice relevant to the role.
- g) To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these.
- h) Ability to lead and line manage teams effectively.
- i) To have excellent communication skills.
- j) Ability to interpret information and to devise policy/practices.
- k) The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.
- l) Ability to relate well to students and adults.
- m) Evidence of continuing and relevant professional development.
- n) Ability to self-evaluate learning needs and actively seek learning opportunities.
- o) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by: _____ **Date** ____/____/____
Agreed by: _____ **Date** ____/____/____
