**PERSON SPECIFICATION – Office Manager (Administrative Officer – XS8.4a)**

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|  | **Essential** | **Desirable** |
| 1. Qualifications and Career Development
 | * Willingness to undertake further CPD
* Education equivalent to GCSE Grade C in English and Mathematics
 | * ICT training and/or qualifications
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| 1. Experience
 | * Relevant experience of office work including databases and analysis of data
 | * Working in a school office environment
* Knowledge of SIMS(Schools Information Management System)
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| 1. Personal Qualities and Relationships
 | * Professionalism/confidentiality
* Excellent communication skills (spoken and written)
* Ability to relate to children
* Flexibility and ability to supervise a small team
* Warmth and approachability
* Self-motivation and ability to use own time effectively
* Ability to keep safe working practice
* Good time-keeping and reliability
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| 1. Knowledge, Understanding and Skills
 | * Ability to carry out a wide range of administrative duties
* Proficiency in Microsoft applications including Word and Excel
* Ability to prioritise own workload and allocate duties to other team members.
* Ability to work in a very busy school office with frequent interruptions
* A high degree of accuracy and attention to detail
* Ability to work within the school’s policies and procedures
* Ability to communicate with a range of agencies
* Strong literacy skills, ie the ability to write formal reports and letters for a range of audiences
 | * Knowledge of a range of Special Educational Needs
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