**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 |
| 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) |
| 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 |  |
| 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 |