**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Job Title: Office Manager** | **Salary:** Grade 3 | **Location: City Academy** |

**The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * GCSE English and Maths (grades A\*-C) or equivalent | X |  |
| **Experience, Knowledge, Skills & Competencies**   * Demonstrable experience of working within an office environment in a range of roles * Experience of working with senior management * Experience of working in an educational setting * Experience of a wide range of administrative functions * Competent in use ICT packages such as Microsoft Word /Excel and database systems including mail merge * An ability to fulfil all spoken aspects of the role with confidence through the medium of English’ or ‘The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English | X  X  X  X  X | X |
| **Personal Attributes**   * Resilience, the ability to work under pressure and be able to meet deadlines * Ability to think creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Excellent interpersonal skills * A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme | X  X  X  X  X |  |