

## **Marden Lodge Office Manager- Person Specification**

<b>Job Title: Senior Admin Assistant</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Professional and Experience</b>		
Experience of working in an educational environment		✓
Experience of working in a school office	✓	
Good planning and organisational skills including managing deadlines	✓	
Experience of motivating and leading staff	✓	
Broad knowledge of admin systems in a team environment	✓	
<b>Knowledge and Skills</b>		
ICT skills – Competent in using Microsoft Excel & Word	✓	
ICT skills - Familiarity with Pupil asset, Parentmail, PowerPoint and other packages		✓
Effective and clear communication skills	✓	
Good administration skills.	✓	
Able to work to deadlines, use own initiative and keep line manager appraised.	✓	
<b>Personal Attributes</b>		
Pleasant and welcoming manner.	✓	
Excellent time keeping and pattern of attendance.	✓	
Personal integrity and loyalty, remaining confidential at all times	✓	
An ability to use initiative and prioritise work	✓	
Confidence, enthusiasm and a positive outlook	✓	
Able to remain calm, efficient and positive under pressure	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	✓	
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		