

Person Specification - Office Manager

Qualifications & Experience	Essential	Desirable
Successful experience of administrative work in a school office environment	✓	
Working knowledge of general school policies and procedures	✓	
5 GCSEs (including English & Maths) at Grade C and above or equivalent		✓
Experience of development, management and operation of administrative systems and ICT packages, including GSuite	✓	
Skills and Knowledge	Essential	Desirable
Ability to work accurately with attention to detail	✓	
Ability to lead and motivate a team in a positive and successful way	✓	
Good numeracy and literacy skills	✓	
Work constructively as part of a team, understanding organisational roles and responsibilities	✓	
Ability to provide timely and accurate information	✓	
Ability to work effectively with a range of adults, both internally and with external agencies	✓	
Experience of the use of complex information databases, preferably Arbor	✓	
Able to maintain a high level of confidentiality and discretion at all times	✓	
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Understand and implement the school's behaviour management policy	✓	
Understand and implement child protection procedures	✓	
Personal	Essential	Desirable
Excellent organisational and time management skills	✓	
Able to work under pressure and meet conflicting demands within deadlines	✓	
Ability to follow instructions effectively	✓	
Demonstrate a commitment to equality	✓	
Be prepared to develop and learn in the role	✓	