

School Office and Transportation Manager Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good honours graduate		✓	A
Good general level of education to A level standard	✓		A
IT Literate	✓		A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Microsoft Office – Word, Outlook, Excel	✓		I
Strong, proven administration skills	✓		I
Experience of working in an educational environment		✓	I
Ability to use computerised switchboards		✓	I
Experience of ClarionCall, ISAMS, databases		✓	I
Experience of leading and managing teams	✓		

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		I
Excellent communication skills verbal and written	✓		A/I
Excellent role model for staff and students	✓		I
Innovatory approaches and positive outlook to change		✓	A/I
Ability to generate ideas and drive initiatives		✓	A/I
Willingness to work outside normal hours if necessary		✓	I
Knowledge and Understanding of GDPR regulations and compliance		✓	A/I
Able to work to deadlines and manage priorities	✓		

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		I
Highly motivated and able to motivate	✓		I
Enthusiastic and committed	✓		I
Open-mindedness	✓		I
A forward-thinking approach	✓		I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical		✓	I
Display calmness under pressure	✓		I
Willingness to take on other roles and responsibilities within the department		✓	I
Reliable and punctual	✓		I
Confidential, discreet and professional	✓		

Assessment Key

A Application Form

I Interview