

# St Ralph Sherwin Catholic Multi-Academy Trust

## Person Specification

### Office Manager

<b>A</b>	<b>Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
	Level 3 qualification in business administration or equivalent experience	Y	
	Evidence of commitment to continuing professional and personal development	Y	

<b>B</b>	<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Experience of working in a busy admin/secretarial position	Y	
	Experience of working in a school office	Y	

<b>C</b>	<b>Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
	A commitment to continual professional development	Y	
	Excellent ICT skills	Y	
	Excellent verbal and written communication skills	Y	
	Excellent planning, organisation and negotiation skills	Y	
	Knowledge of school administrative systems	Y	

<b>D</b>	<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
	Willingness to support Catholic life in schools	Y	
	Professional, friendly and approachable and able to relate well to staff, students and visitors	Y	
	Excellent telephone manner	Y	
	Able to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Can-do attitude and solution focused approach	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

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E     Safeguarding	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	