

Corpus Christi Catholic College

W O R K L E A R N P R A Y G R O W

PERSON SPECIFICATION			
Office Manager			
QUALIFICATIONS AND TRAINING	Essential	Desirable	How Identified
4 GCSE including Maths and English at grades A-C (or equivalent)	X		A,C
Recognised Business Administration Qualification		X	A,C
A record of recent continuous professional development and training	X		A,C
First Aid Qualification	X		A,C
KNOWLEDGE, SKILLS AND EXPERIENCE			
Have the ability to:			
Effectively Lead, Manage and Develop a team of Administrative Staff	X		A,I
Effectively use ICT packages such as MS Word and Excel	X		A,I
Effectively use school management information systems (e.g. SIMS)	X		A,I
Take accurate minutes and work to tight deadlines	X		A,I
Manage behaviour effectively to ensure a good and safe learning environment	X		A,I
Understand and implement relevant policies/codes of practice and legislation		X	A,I
Sensitively handle confidential information	X		A,I
Understand and apply principles of Safeguarding young people	X		A,I
Have experience of:			
Supervising/Line Managing Staff	X		A,I
Working in a busy office environment	X		A,I
Working in a school/educational office setting		X	A,I
College admissions process and procedures		X	A,I
PERSONAL			
Possess the desire, attributes and skills to:			
Support and contribute to the college's Catholic ethos and make a whole school contribution	X		A,I
Prioritise inclusion, achievement and aspiration	X		A,I
Take responsibility for Improving your own performance through reflection and CPD activities	X		A,I
Work effectively as part of the college; utilising teamwork, communication and interpersonal skills	X		A,I
Demonstrate high personal standards, including dress and professional conduct	X		A,I
Work effectively under pressure, utilising organisational skills	X		A,I

KEY: A = Application C = Certificate I = Interview