Person Specification: School Office Manager

Salary: Grade 3

Hours: 36.5 Banked Hours

Contract type: Full time

Reporting to: Trust Lead for Administration and the Head of School

Responsible for: School Office Administrators

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of working in an office environment at a senior level  Experience of a wide range of administrative functions  Implementing and operating clerical / administrative and organisational systems | Experience of working in a school office  Experience of organising, leading and motivating other staff | AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Competent use of IT packages such as Microsoft Office (Word and Excel)  Excellent interpersonal skills  Good organisational skills and excellent attention to detail  Ability to work collaboratively and lead a team  Ability to interpret varying situations and solve problems on a day to day basis  Ability to work with autonomy within set boundaries  Ability to plan, organise and prioritise  Ability to cope with conflicting demands, deadlines and interruptions | Good working knowledge of school MIS systems, such as Arbor, SIMS or Cloud School.  Experience of using other school IT systems such as SchoolMoney, GroupCall and CPOMS (or similar).  Experience of completing school census including resolution of errors/queries  Experience of managing the administration and compliance of the school Single Central Record (SCR) | AF/I/T  AF/I/T  AF/I/T  AF/I  AF/I/T  AF/I  AF/I/T  AF/I/T |
| **TRAINING** | Interest in own personal development and willingness to undertake further training |  | AF/I |
| **EDUCATION/**  **QUALIFICATIO**  **NB Full regard must be paid to overseas qualifications** | GCSE’s in English and Mathematics at grade A\*-C or equivalent | NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) | AF/I |
| **OTHER** | Commitment to acting with integrity, honesty, loyalty and fairness.  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality |  | AF/I  AF/I  AF/I |
| **CONTRA INDICATION** |  |  |  |

**The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”**