



## DEPUTY OFFICE MANAGER

Attribute	Essential	Desirable
<b>PROFESSIONAL</b>		
Strong leadership skills	✓	
Ability to demonstrate a team-centred approach to work	✓	
Ability to lead, organise and motivate a team	✓	
Ability to establish and maintain good professional relationships with students, parents and colleagues	✓	
Ability to plan, organise and prioritise	✓	
Ability to liaise with students, parents, staff and school visitors with confidence and diplomacy	✓	
Proven experience of working in an office environment	✓	
Numerate/literate to GCSE (grade A*-C) standard or equivalent	✓	
Advanced knowledge of Microsoft Word including mail merge	✓	
Advanced knowledge of Microsoft Excel including sorting and use of basic formulae	✓	
IT Skills / Microsoft Office qualification		✓
Knowledge of SIMS (Schools Information Management System)		✓
<b>PERSONAL</b>		
Discreet, confidential and trustworthy	✓	
Professional attitude	✓	
Proactive and able to use initiative	✓	
Strong interpersonal and communication skills	✓	
Ability to work effectively and calm under pressure	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people	✓	
Sense of humour	✓	
Commitment to the school	✓	
Enthusiastic and keen to embrace new opportunities	✓	