



Student Office Manager

PERSON SPECIFICATION

Qualifications and Training	Essential/ Desirable
GCSE (or equivalent) in English and Maths at Grade C or above	E
First Aid Qualification or willing to train	E
Recent evidence of commitment to own professional development	E

Knowledge and Understanding	Essential/ Desirable
Knowledge of general administrative procedures and practices	E
Knowledge of school systems and procedures	D
Knowledge of strategies for promoting positive behaviour	D

Skills and Experience	Essential/ Desirable
Good interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity tact and diplomacy	E
Good time management, with the ability to remain calm under pressure and work to deadlines	E
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	E
Good typing/word processing skills	E
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input, Microsoft	E
Excellent telephone manner	E
Previous secretarial/administrative experience supporting a team	E
Previous experience of working in a complex busy, service driven environment	D
Experience of working in a school environment	D

Personal Attributes	Essential/ Desirable
Able to work within established procedures without close supervision	E
A strong commitment to improving the outcomes for students	E
Act as a role model for students and staff by setting high professional standards	E
Ability to work flexibly as part of a team	E
Ability to remain calm when under pressure and employ tact and diplomacy in difficult situations	E
Systematic in approach to tasks, with attention to detail	E
Personable, approachable and able to gain the respect of others	E
Commitment to the safeguarding and promoting the welfare of children	E

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.