

Person Specification

Office Manager (Level 4b) Primary

Grade 8

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ NVQ Level 5, Business Degree or equivalent, or willingness to undertake this qualification 	<ul style="list-style-type: none"> ➤ First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> ➤ At least 5 years' experience working in a business environment within an educational setting or other relevant environment ➤ Excellent computer/keyboard skills ➤ Ability to plan and organise effectively ➤ Ability to take notes 	
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Excellent numeracy and literacy skills ➤ Working knowledge of relevant policies/codes of practice 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Excellent ICT skills and willingness to update skills and undertake further training (Knowledge of SIMS) ➤ Ability to train, supervise and develop other staff ➤ Management skills ➤ Ability to interpret advice/statute and to devise policy/practice in light of these ➤ Ability to persuade, motivate, negotiate and influence ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> ➤ Ability to self-evaluate learning needs and actively seek learning opportunities
Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to bring to the role, initiative, enthusiasm and commitment 	

	➤ Ability to maintain confidentiality	
Special Conditions	➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	