

PERSON SPECIFICATION – OFFICE MANAGER

| Criteria | Met | Essential / Desirable | Where Assessed |
|---|------------|--|--|
| Experience Significant experience of working in a busy office environment Significant experience of co-ordinating the workload of a team, prioritising tasks and working to deadlines Experience of managing people Experience of working in an Educational establishment Significant experience of using Microsoft Packages Experience of using SIMMS and St Helens (or other) Financial Management System – FMS Experience of developing own systems and ways of working leading to efficient administration of the service Understanding of and experience of implementing policies and procedures relating to Health and Safety, equality of opportunity and others relevant to the post | | Essential Essential Essential Desirable Essential Desirable Essential Essential | A / I A / I A / I A / I A / I / T A / I / T A / I A / I |
| Qualifications NVQ Level 3 / 4 in Business Administration or similar experience Level 2 or equivalent qualifications in English and Maths Evidence of Continuing Professional Development | | Essential Essential Essential | A A A / I |
| Knowledge and Skills Knowledge of safeguarding / child protection regulations and procedures Excellent communication skills Highly developed interpersonal skills and ability to deal with confidential, sensitive and on occasion challenging situations Financial awareness and ability to lead sound financial working practices Excellent Numeracy and Literacy Skills Highly developed organisational skills and ability to organise the work of others Excellent ICT skills Highly developed ability to cope with conflicting demands and to prioritise workload to meet deadlines. Confident in using own initiative and taking a pro-active and solution focused to the functioning of the service. An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | | Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential | A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I |
| Personal Qualities The ability to establish and develop positive professional relationships throughout the school Warm, friendly and professional approach to children, families and other service users You will be trustworthy with a positive, enthusiastic and determined approach to your work. You will have a flexible and adaptable approach to working hours when necessary You will be able to show sensitivity and tact, understanding the need for discretion and confidentiality You will have a commitment to improving your own practice and knowledge and to supporting others to do the same, through self-evaluation and learning from others in addition to continuing professional development. | | Essential Essential Essential Essential Essential Essential | A / I A / I A / I A / I A / I A / I |

A= Application form**I=** Interview**T=** Task