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**PERSON SPECIFICATION – SCHOOL OFFICE MANAGER - GRADE 5**

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| **ESSENTIAL** | | | | **DESIRABLE** | | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications& Education** | E1a  E1b | NVQ level 3 in Administration, Business or equivalent  Minimum of 5 GCSEs or equivalent, including maths and English | AF,C  AF, C |  | NVQ level 4 in Administration, Business or equivalent |  |
| **Experience & Knowledge** | E2 | At least 3 years previous Administrative Experience | AF,I | D1 | Awareness of KCSIE | AF,I |
|  | E3 | Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets | AF,R,I | D2 | Knowledge and / or experience of First Aid | AF,I |
|  | E4 | Experience of contributing to the preparation of policies / procedures | AF,R,I | D3 | Experience of School Management Information Systems | AF,I |
|  | E5 | Experience of supporting budget management, invoices and ordering procedures | AF,R,I | D4 | Previous supervisory experience | AF,R,I |
|  | E6 | Knowledge of Data Protection requirements and understanding of confidentiality | AF,R,I |  |  |  |
| Skills | E7 | Ability to relate well to children and adults | I |  |  |  |
|  | E8a  E8b  E9 | Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding  A sound understanding and use of English grammar and punctuation  Ability to work successfully as part of a team and prioritise own work with minimum supervision  Ability to communicate both orally and in writing to a wide range of audiences including parents and other professionals | AF,I  R,I  AF, I  AF, I |
|  | E10 |  | AF,R,I |  |  |  |
|  | E11 | Ability to work under pressure to tight deadlines on a number of different projects | AF,R,I |  |  |  |
|  | E12 | IT Literate, capable of using Microsoft Word, Excel and office packages | AF,I |  |  |  |
|  | E13 | Proven ability to undertake effective research | AF,R |  |  |  |
| **Personal**  **Attributes** | E14 | Participate in development and training opportunities | AF,I |  |  |  |
|  | E15  E16  E17 | Ability to abide by School policies and procedures  Keen eye and attention to detail  Sense of humour and personable nature | R,I |  |  |  |
| **Special Requirements** | E18 | Motivation to work with children | I,D |  |  |  |
|  | E19 | Ability to form and maintain appropriate relationships and personal boundaries with children | I,D |  |  |  |
|  | E20  E21 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline  Suitability to work with children | I  D |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure and Barring Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references