

**Person Specification - School Office Manager**

The successful candidate will display the following qualities and characteristics. They will:

* have the ability to monitor practice, apply accountability and contribute to team thinking
* be capable of self-reflection to continually develop their leadership qualities
* display initiative and the ability to self-motivate
* display genuine interpersonal skills to motivate, inspire and lead others
* set challenging targets
* be committed to the academic and personal development of staff and students as individuals.

Further requirements of the position are detailed below:

| **Training and Qualifications** | **Essential** | **Desirable** |
| --- | --- | --- |
| Business Administration qualification or similar relevant to the post | \* |  |
| GCSE (A\*- C) Maths and English | \* |  |
| Recent participation in a range of relevant in-service training |  | \* |
| **Experience and Knowledge** | **Essential** | **Desirable** |
| Understanding of a school's role in the local community | \* |  |
| Knowledge and experience of Business Administration | \* |  |
| Experience of delivering excellent customer service | \* |  |
| Experience of overseeing school based staff administration functions |  | \* |
| Experience of overseeing school management information systems e.g SIMS |  | \* |
| **Personal Attributes** | **Essential** | **Desirable** |
| Dedicated team member and role model | \* |  |
| High standards and encouragement of creative ideas | \* |  |
| Ability to handle conflicting demands | \* |  |
| Resilient and reliable | \* |  |
| Solutions driven - showing the ability to react quickly and resolve problems or issues | \* |  |
| **Skills** | **Essential** | **Desirable** |
| Personal proficiency in ICT including the ability to minute meetings | \* |  |
| Excellent oral and written communication skills | \* |  |
| Excellent time management and organisation skills | \* |  |
| Ability to plan and manage workload and meet targets | \* |  |
| Excellent interpersonal skills | \* |  |
| Ability to maintain confidentiality | \* |  |
| Ability to lead and manage a high performing team | \* |  |
| The ability to motivate and support colleagues | \* |  |
| Effective leader with ability to empower others | \* |  |
| Personal impact and presence | \* |  |
| **Equal Opportunities and Safeguarding** | **Essential** | **Desirable** |
| Commitment to the protection and safeguarding of children and young people | \* |  |
| Commitment to equal opportunities policies | \* |  |