

PERSON SPECIFICATION - Office Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Qualification in Business / School Administration or equivalent	E	Certificates
<input type="checkbox"/> GCSE English and Maths or equivalent at level 3 or above	D	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> At least 2 years' experience of School Administration	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of delivering excellent customer service	E	
<input type="checkbox"/> Experience of overseeing staff responsible for school-based functions	D	
<input type="checkbox"/> Experience of using SIMS or similar data management system for a wide range of functions	D	
<input type="checkbox"/> An understanding of the Single Central Record for Safeguarding	D	
<input type="checkbox"/> An understanding of Safer Recruitment Procedures	D	
<input type="checkbox"/> Experience of working with external agencies	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Leadership and people management skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to plan and prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	E	
<input type="checkbox"/> Ability to motivate and support the work of colleagues	E	
<input type="checkbox"/> Ability to work as part of a team, leading by example and using initiative	E	
<input type="checkbox"/> Ability to maintain confidentiality	E	
<input type="checkbox"/> Excellent organisational skills	E	
<input type="checkbox"/> Excellent problem-solving skills	E	
<input type="checkbox"/> Excellent IT skills	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and dedicated team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Encourages ideas, initiative and innovation in others		
<input type="checkbox"/> Personal enthusiasm, integrity and professionalism	E	

<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	