**PERSON SPECIFICATION**

**Job Title:** Office Manager

**Grade:** Grade 4

**Hours:** 35 hours per week, term time only, plus 2 weeks

**Status:** Permanent

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * GCSE’s grade C or above in English and Maths or equivalent
* Competent keyboard user
* Recognised qualification or evidence of ability to use spreadsheets and databases
 | * Experience of SIMS
* Full driving licence and own transport
* RSA or CLAIT qualification in word processing
 | Application FormCertificate Check |
| **Knowledge and Experience** | * Minimum of 4 years’ experience working in an office environment.
* Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel
* Experience of dealing with confidential matters
 | * Experience of working in a school environment
* Line management experience
 | Application FormInterview |
| **Skills and Abilities** | * Produce documentation to a high standard with meticulous attention to detail
* Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing
* Work with minimum supervision
* Respect confidentiality and the sensitive nature of working within a school environment
* Flexible and well organised approach to work and able to prioritise workload
* To work with frequent interruptions
* Work calmly under pressure and to tight deadlines
* Work using own initiative and also as part of a team
* Able to work flexibly and to attend meetings and INSET days, as required
 | * Proactive approach to training and development
* Able to record, interpret and present data in formats such as Word and Excel
 | Application FormInterviewTest |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | DBS Disclosure |

A = Application, I = Interview, R = References