

# Person Specification



*Leaping Into A Bright Future!*

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Office Manager	<b>Post No</b>	
<b>School</b>	Marston Green Infant Academy		
<b>Salary Band/Range</b>	Band D		
<b>Responsible to:</b>	Business Manager		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	English and Mathematics GCSE Grade C and above (or equivalent)	Qualification in Administration	Application
	A strong working knowledge of Microsoft office software, including Word, Excel and Powerpoint		Application/ Interview

<b>Skills &amp; Abilities</b>	Be adept at problem-solving, including being able to identify and resolve issues in a timely manner		Application/ Interview
	Excellent IT Skills, ability to use software systems		Application/ Interview
	Be organised, enthusiastic and proactive		Interview
	Ability to manage own workload		Application/ Interview
	Excellent people skills		Application/ Interview
	An understanding of the importance of confidentiality		Application/ Interview

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
	Ability to multi-task effectively		Application/ Interview
	Ability to delegate responsibility		Application/ Interview
	Ability to establish positive relationships with staff and stakeholders		Application/ Interview

<b>Experience &amp; Knowledge</b>		Experience of school management system (i.e SIMS)	Application
	Administrative experience in an office environment	Experience of working in an educational setting	Application/ Interview
	Experience of working in a demanding/busy environment		Application/ Interview
		Experience of Line Management	Application/ Interview
		Experience of Governance Professional Duties	Application/ Interview

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Application/ Interview
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Application
	Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement. .		Application

<b>Other Requirements</b>			
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<b>Compiled/Reviewed by</b>	Headteacher/Business Manager		
<b>Date</b>	January 25		