



## Tottenham Infant School

Person Specification – Office Manager

Core requirements (E: Essential / D: Desirable)

Description	E/D
<b>Qualifications</b>	
4 GCSE (grade A-C) or equivalent including English and Maths (you will be required to provide evidence of your qualifications)	E
<b>Relevant Experience</b>	
Previous experience of school administration including school finances, HR, admissions and record keeping.	E
Use of school MIS (Management Information System)	E
<b>Knowledge &amp; Skills</b>	
Awareness of child protection procedures	E
Using Microsoft office (i.e. Word, Excel, PowerPoint, Publisher)	E
<b>Personal Qualities</b>	
Creative, enthusiastic and innovative; keen to develop new approaches, challenge outdated assumptions and research new practice	E
Approachable, caring and empathetic with strong emotional intelligence and ability to regulate own emotions	E
A collaborative team player	E
Flexible, highly reflective with excellent listening skills, engages with advice and support	E
Passionate about professional growth and committed to continued improvement of self and others in the team	E
Welcomes challenge and can remain calm under pressure	E
Committed to active parental involvement and building relationships within the community	E
Able to deal sensitively with people and resolve conflict	E
A sense of fun and commitment to creating a positive and enjoyable school climate for all	E
<b>Additional Factors</b>	
Good timekeeping and attendance record	E
Understand and respect confidentiality	E
The ability to take responsibility	E
Able to work calmly and with patience	E
Able to maintain accurate records in line with School's Policies	E
<b>Commitment to equal opportunities</b>	
An understanding commitment and demonstrate respect for and sensitivity to other people regardless of race, gender, age or disability	E
Equal Opportunities, and ability to apply this to strategic work and day to day situations	E
<b>Factors not already covered</b>	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the disability discrimination act 1995	E