

**Person Specification: Office Manager at Billingshurst Primary Academy**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Good levels of general education and qualification or experience in a relevant discipline	
Experience	<p>Experience working in an office</p> <p>Administration management</p> <p>Customer service, environment.</p> <p>Experience of Managing/supervising Staff</p>	<p>Previous experience in an educational environment.</p> <p>PA or senior secretarial experience.</p> <p>Attendance and admissions experience</p>
Knowledge	<p>Knowledge of word processing and database systems and ability to be or become a proficient in google documents and microsoft office</p> <p>Knowledge of preparing reports, minutes, general correspondence</p>	<p>Knowledge of the education service and legislation relevant to education and to office management</p> <p>Knowledge of publishing software</p> <p>Knowledge of Bromcom</p>

<p>Skills and aptitude</p>	<p>Excellent numeracy/literacy skills. Effective use of specialist ICT packages.</p> <p>Use of specialist equipment/resources.</p> <p>Ability to organise, lead and motivate other staff.</p> <p>Ability to plan, review, develop systems.</p> <p>Ability to relate well to children and adults.</p> <p>Work constructively as part of a team, understanding academy roles and responsibilities and own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills</p> <p>demonstrating the ability to relate well to pupils, parents and staff</p> <p>Able to act with confidentiality, tact and discretion</p> <p>Demonstrate a courteous and friendly approach</p> <p>Work as part of a team</p> <p>Proven organisational skills with a high level of accuracy</p> <p>Ability to be flexible and to adapt to changing and challenging circumstances</p> <p>Operate calmly and effectively</p>	<p>Knowledge of social media and website development skills</p>
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	<p>Show initiative and be self-motivating</p> <p>Ability to manage a variety of competing duties and responsibilities</p>	
Other	<p>Strict confidentiality of all information</p> <p>Commitment to personal professional development and training.</p> <p>Willingness to embrace changing systems and new technology</p> <p>Commitment to Equality of Opportunity</p> <p>Strict Adherence to security and safeguarding requirements ref. Child protection and Data Protection Regulations</p>	

Signed: ..... Date: .....

(employee name)