**PERSON SPECIFICATION**

**Job Title:** Office Manager

**Grade:** Grade 4

**Hours:** 37 hours per week, term time only, plus 2 weeks

**Status:** Fixed Term

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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 Form  Certificate 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 Form  Interview |
| **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 Form  Interview  Test |
| **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