

Office Manager/PA to Senior Leadership Team/Exams Officer – Person Specification

Criteria	Essential	Desirable	Method of assessment
Qualification	<ul style="list-style-type: none"> GCSE or equivalent in Maths and English 	<ul style="list-style-type: none"> Higher level Qualifications First aid at work certificate Computer skills qualifications 	Certificates to be seen at interview
Experience	<ul style="list-style-type: none"> Experience of liaison with external contractors Use of Microsoft Office and Office 365 Managing staff Work in a school/college or administration environment Managing the administration of examinations Work with confidential and/or sensitive materials Managing time and workload to meet deadlines Working with data sets Working with awarding bodies and regulatory organisations, e.g. JCQ Complying with statutory regulations set by external bodies 	<ul style="list-style-type: none"> Previous experience in an education environment Experience of liaison with outside agencies PA or senior secretarial experience School data and information system such as Behaviour Watch/SIMs 	Letter/References/ Interview
Job-related knowledge	<ul style="list-style-type: none"> Knowledge of Microsoft Office including Word and Excel Database knowledge Knowledge of preparing reports, minutes, general correspondence 	<ul style="list-style-type: none"> Knowledge of the education service Excellent Word & Excel skills Experience producing presentations and promotional information 	Letter/References/ Interview
Skills and aptitudes	<ul style="list-style-type: none"> Excellent verbal and written communication skills Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff Able to act with confidentiality, tact and discretion demonstrates a courteous and friendly approach Proven organisational skills with a high level of accuracy Ability to be flexible and to adapt to changing and challenging circumstances Operate calmly and effectively Show initiative and be self-motivating Ability to manage a variety of competing priorities and meet deadlines Managing the administration of examinations Work with confidential and/or sensitive materials Using a management information system (MIS) Working with data sets Working with awarding bodies and regulatory organisations, e.g. JCQ Complying with statutory regulations set by external bodies 	<ul style="list-style-type: none"> Excellent keyboard skills with meticulous attention to detail Website development skills Ability to formulate ideas and solutions and present them effectively 	Letter/ References/ Interview

Other requirements	<ul style="list-style-type: none">• Ability to work in a team and independently• Strict confidentiality of information• Commitment to personal professional development• Commitment to equality of opportunity• Punctual, dependable and trustworthy• Patient, courteous and positive.• Welcoming and cheerful• Strict adherence to the security requirements re: Child Protection and Data protection Regulations		Letter / References/ Interview
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