



# Parklands High School: An Academy

*Learn, Respect, Aspire, Achieve*

<b>Job Title</b>	Office Manager
<b>Responsible to</b>	Line Manager – School Business Manager
<b>Responsible for</b>	Admin Support Team

**Hours of Work:** 37 hours per week Term Time

Monday to Thursday 8.15 am - 4.30 pm with a 45-minute unpaid lunch break and

Friday 8.15 am to 3.45 pm with a 30-minute unpaid lunch break.

<b>Safeguarding</b>	To report all information and concerns to the Designated Safeguarding Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
<b>Health and Safety</b>	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.

## Person specification

Post title: Office Manager	Grade: 5      SCP: 6 - 11	
Requirements (based on the job description)	Essential (E) or Desirable (D)	Application Form (AF), Interview (I), Test (T), or Certificates(C) Reference (R)
<b>Qualifications and Training</b>		
GCSE English and Mathematics at Grade C or above (or equivalent)	E	AF/C
Evidence of recent and relevant training	E	AF/C
First Aid at Work certificate (or a willingness to work towards this within 6 months of appointment)	E	AF/C
<b>Experience</b>		
Experience of providing high quality administrative support	E	AF/I
Experience of working in an office environment at a senior level	E	AF/I

Experience of Microsoft Office packages to include Word and Excel	E	AF/I/T
Line management experience with the ability to support and motivate staff	E	AF/I
Experience of working in a pressurised environment with competing deadlines	E	AF/I
Experience of using SIMS	D	AF/I
<b>Knowledge, Skills and Abilities</b>		
Knowledge of procedures and regulations relevant to leading a support function	E	AF/I
Ability to provide a first point of contact service for visitors, staff and pupils	E	AF/I
Ability to communicate effectively with all stakeholders and outside agencies (both verbal and written)	E	AF/I
Well-developed organisational, decision making, problem-solving, time management and prioritisation skills	E	AF/I
Ability to constantly improve own practice and knowledge through self-evaluation and learning from others	E	AF/I
Good knowledge of education regulations	D	AF/I
<b>Personal Qualities</b>		
A flexible and adaptable approach to work	E	AF/I
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	E	AF/I
Maintain a professional attitude and image at all times	E	AF/I
Good sense of humour	E	AF/I
A calm, professional manner	E	AF/I
Ability to work on own initiative and as part of a team	E	AF/I
Awareness of the importance of confidentiality	E	AF/I