

## PERSON SPECIFICATION

### Post: Office Manager

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education (GCSE or above), including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• School Business Professional qualification at Level 3 or above</li> <li>• HR qualification or experience</li> <li>• Experience of working with school administrative management systems such as Arbor MIS, SAMpeople (or willingness to undertake training)</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application form</li> <li>• Interview</li> </ul>
Knowledge, Skills & Experience	<ul style="list-style-type: none"> <li>• Experience of working in a busy and pressurised administrative environment (preferably within a school setting).</li> <li>• Excellent literacy and numeracy skills</li> <li>• Experience of managing, leading and developing staff/team</li> <li>• Experience of developing and continually improving effective administrative systems and procedures.</li> <li>• Ability to use initiative and be forward thinking</li> <li>• Excellent planning, organisational and communication skills</li> <li>• Ability to use IT packages including MS 365 (word processing, spreadsheets etc.)</li> <li>• Pay meticulous attention to detail</li> <li>• Ability to work co-operatively as a team, whilst also working on own initiative.</li> <li>• Patience and the ability to remain calm under pressure, demonstrating resilience</li> <li>• Positive and flexible attitude – a ‘can do’ approach</li> <li>• To be able to work productively in a fast-paced and pressured environment, adhering to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of HR management and procedures</li> <li>• Understanding of safeguarding, compliance, confidentiality and data protection responsibilities within a school setting</li> <li>• Experience of SEN administration</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Emotional intelligence (EQ) &amp; empathy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Flexible and open to continuous change</li> <li>• Ability and willingness to develop to your full potential undertaking further training and personal development where relevant</li> </ul>		
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Westfield School is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff, workers, and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check, and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.