

## Person Specification

**Job Title:** Post 16 Office Manager

| <b>Qualifications</b>                                                                                                                                              | <b>Essential</b> | <b>Desirable</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Level 2 qualifications in English and Maths, or equivalent                                                                                                         | ✓                |                  |
| Relevant Level 3 qualification, for example in Business Admin                                                                                                      |                  | ✓                |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                                                           | ✓                |                  |
| <b>Experience</b>                                                                                                                                                  |                  |                  |
| Experience of working in an administrative role                                                                                                                    | ✓                |                  |
| Experience of working in a school environment                                                                                                                      |                  | ✓                |
| Experience of leading, managing and motivating staff and providing clear vision and direction                                                                      |                  | ✓                |
| <b>Skills</b>                                                                                                                                                      |                  |                  |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing, with the ability to gain credibility at all levels of the organisation | ✓                |                  |
| Ability to respect and maintain confidentiality                                                                                                                    | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office                                                                                                    | ✓                |                  |
| Ability to work well under pressure and manage competing deadlines                                                                                                 | ✓                |                  |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues                                            | ✓                |                  |
| Understanding of academy child safeguarding procedures                                                                                                             |                  | ✓                |
| <b>Other</b>                                                                                                                                                       |                  |                  |
| Satisfactory DBS check                                                                                                                                             | ✓                |                  |