



Person Specification

Job Title: Post 16 Office Manager

Qualifications	Essential	Desirable
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	✓	
Experience		
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		✓
Skills		
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		✓
Other		
Satisfactory DBS check	✓	