

Person Specification

POST TITLE: SCHOOL OFFICE MANAGER		GRADE: 6	SCHOOL: CORPUS CHRISTI FEDERATION	
CRITERIA NO	ATTRIBUTES	CRITERIA	HOW IDENTIFIED	RANK
1	Relevant Experience	▪ A minimum of 2 years previous experience in a busy office environment	Application form / interview	Essential
2		▪ Experience of development, management and operation of administrative systems		Essential
3		▪ Ability to work unsupervised		Essential
4		▪ Supervisory Experience		Essential
5	Education and Training Attainments	▪ Min 5 GCSE's Grade A - C including Maths and English	Application form / interview	Essential
6		▪ Relevant L3 Qualification		Desirable
7	General Knowledge and Special Knowledge	▪ Effective use of ICT and other specialist equipment / resources	Application form / interview	Essential
8		▪ Working knowledge of finance/invoicing systems		Essential
9		▪ Full working knowledge of SIMS and SIMS-FMS		Desirable
		▪ Very good numeracy, literacy and ICT skills		Essential
10	Skills and Abilities	▪ Ability to relate well to children and adults	Application form / interview	Essential
11		▪ Work well as part of a team, understanding school roles and responsibilities and your own position within these		Essential
12		▪ Ability to self evaluate learning needs and actively seek learning opportunities		Essential
13	Additional Factors	▪ The federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Application form / interview	Essential