**Person specification**

**Office Manager**

**St Teresa’s catholic Primary School**

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| **Requirements**  | **Essential**  | **Desirable**  | **Demonstrated By**  |
| **1. Qualifications & Training**  | 5 GCSEs at Grade C or above including English and Maths (or equivalent) | Formal ICT Training | AI |
| **2. Experience**  | Experience of working in a busy admin/secretarial position | Experience of working in a school office where confidentiality was paramount.Management/ supervisory experience | AI |
| **3. Skills**  | ICT literate:Advanced level Word (including mail merge), Outlook, PowerPoint and ExcelHighly organised, efficient and accurateExcellent communication skillsUnderstanding of financial management systems | Internet SkillsDatabase skills | ATask |
| **4. Knowledge**  | Web site design and maintenanceThe ability to produce reports from attendance to Be able to maintain and manage the school’s Single Central Record | Knowledge of school systemsKnowledge and previous use of SIMS | AI |
| **5.Management**  | Able to manage own workloadAbility to prioritiseAble to plan ahead |  | I |
| **6. Aptitude and Personal qualities**  | Excellent telephone mannerReliableFriendly and approachableProfessional MannerHelpfulAble to relate well to staff, students and visitors |  | I |

**A: Application Form I: Interview R: References**