**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 | A  I |
| **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 | A  I |
| **3. Skills** | ICT literate:  Advanced level Word (including mail merge), Outlook, PowerPoint and Excel  Highly organised, efficient and accurate  Excellent communication skills  Understanding of financial management systems | Internet Skills  Database skills | A  Task |
| **4. Knowledge** | Web site design and maintenance  The ability to produce reports from attendance to  Be able to maintain and manage the school’s Single Central Record | Knowledge of school systems  Knowledge and previous use of SIMS | A  I |
| **5.Management** | Able to manage own workload  Ability to prioritise  Able to plan ahead |  | I |
| **6. Aptitude and Personal qualities** | Excellent telephone manner  Reliable  Friendly and approachable  Professional Manner  Helpful  Able to relate well to staff, students and visitors |  | I |

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