

Person Specification: School Office Manager

	Essential	Desirable	Evidence
Qualifications	A Level or equivalent	Degree / Higher level qualification	Certificates at interview
Training	Evidence of Continuing Professional Development	Safer recruitment training Health and Safety training	Application Form Interview process
Experience	Working within a school admin environment. Providing advice and input to strategic planning. Experience of operational management within at least one of the following areas; <ul style="list-style-type: none"> • Finance • Health and Safety and Premises • HR Working with a school based MIS system	Working with Arbor MIS system Producing financial reports Producing reports for a variety of audiences (e.g. Governors)	Application Form Interview process
Knowledge and skills	Able to deliver services and systems applicable for effective school management. Able to work effectively in a team and also lead teams and individuals. Able to deliver value for money initiatives. Able to strategically influence decision making within the school. Able to use a wide range of ICT software, including MS Office products. Proactive approach to keeping up to date with relevant legislative changes and LA guidance. Ability to work under pressure and to meet deadlines. Excellent communication skills both in writing and verbally and with a range of audiences. Ability to effectively prioritise workload for self and others Excellent organisation skills	Able to understand national and regional educational services and deliver appropriate strategies. Understanding of promoting positive relationships with the wider school community.	Application Form Interview process

	Highly developed interpersonal skills including influencing skills. Effective problem solving skills		
Personal Qualities	Willingness to constructively challenge the work of self and others to continually improve own and team performance. Flexible to meet the needs of the school Able to use own initiative Solution focused approach		Application form Interview process