ARBORETUM PRIMARY SCHOOL

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Telephone: 01332 291140
Head teacher: Mrs H Phillips

PERSON SPECIFICATION

Post Title: Office Manager
Salary Scale: Support Staff Grade E

Evidence Codes

AF – Application Form
JRT – Job Related Task
D - Documentation
M - Medical
I - Interview

Job Criteria				
	Essential	**Source of Evidence**	**Desirable**	**Source of Evidence**
Experience	**Be able to demonstrate experience in the following:**			
	Significant experience in an administrative role in a busy office	AF/I	Previous experience in an education environment	AF/I
	Proven experience in effectively managing a small team	AF/I	Experience of Arbor or another pupil MIS	AF/I
	Proven experience of using and manipulating databases in the provision of management information.	AF/I	Experience of updating websites	AF/I
	Effective implementation of new administrative and management information systems and procedures	AF/I		
	Experience of using a variety of IT systems	AF/I		

	Experience of leading, implementing and managing successful change	AF/I		
Qualifications	NVQ Level 3 or 4 (or equivalent) in Business or School Administration/Finance or equivalent demonstrable experience	D	Relevant degree level qualification	D
	Numeracy and literacy skills, with GCSE grade 4 (or equivalent qualification) in Maths and English	D		
Skills and Knowledge	**Be able to demonstrate skills and knowledge in the following:**			
	Proven organisational skills with a high level of accuracy	AF/I	Knowledge of school finance and administrative systems.	AF
	Ability to manage a variety of competing priorities, with frequent distractions.	AF/I/JRT	Knowledge of the education service	AF
	Advanced IT skills, including Microsoft Office applications, especially Excel.	AF/JRT		
	Ability to formulate ideas and solutions and present them effectively.	AF/JRT	Advanced knowledge of Management Information Systems (e.g, Arbor), including provision of customised reports	AF/I
	Ability to interpret, analyse and present a range of management information	AF/I		
	Effective interpersonal skills with the ability to relate well to pupils, parents, staff and other school partners	I/JRT		
	Management and supervisory skills	AF/I		
	Data Protection legislation	AF/I		
	Accuracy and attention to detail	AF/JRT		
Other factors	Work effectively on own initiative and as part of a team	AF/I		
Personal qualities	Creative thinker, flexible and able to adapt to changing and challenging circumstances to solve problems.	I/JRT		
	Able to operate calmly and effectively in a busy office environment	AF/I		

	Ability to act with confidentiality, tact and discretion.	AF/I		
	Confident, collaborative and resilient	I		
	Demonstrate a courteous and friendly approach.	I		
	Ability to persuade, motivate, negotiate and influence	AF/I		
Job Circumstances	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced Criminal Records Bureau clearance	D		
	Demonstrable evidence of continuous professional development and competence	D		
	Willingness to keep up to date with all relevant statutory, national and local policy and procedures in line with all areas of responsibility.	AF/I		
	Strict adherence to security of information requirements, including Child Protection and Data Protection Regulations.	AF/I		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		