

Stivichall Primary School

Office Manager

Person Specification



| Job Requirements | | Evidenced through |
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| Qualifications | <ul style="list-style-type: none"> NVQ in Business and Administration (or equivalent) GCSE Grade C or above in English and Maths (or equivalent) Proficient user of MIS systems (BromCom) | Application form |
| Experience | <ul style="list-style-type: none"> Administrative experience including office procedures and practices, preferably in a school Financial procedures relating to managing a budget and ordering, invoicing and monitoring of expenditure and income Using IT equipment and network systems within a school context Managing, motivating and supervising Clerical staff to meet deadlines and maintain data and communication to required standards. Working in an educational setting | Application form |
| Skills and Abilities | <ul style="list-style-type: none"> Staff management skills, including leadership, motivation, deployment and management of staff and their workload, including planning, prioritising and delegating. Ability to respond quickly and effectively to emergencies and disruptions and to keep staff and the wider community informed as appropriate Excellent written and verbal communication skills and ability to communicate effectively with a wide range of stakeholders Ability to support the school in managing GDPR processes Excellent numeracy skills Ability to plan and prioritise workload to set and meet conflicting deadlines Excellent ICT skills in MS Office, internet, email and financial management packages. Ability to work independently and act on own initiative. Ability to cope well with pressure and keep calm in stressful situations. Ability to maintain absolute confidentiality and integrity | Application Form |

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| | <ul style="list-style-type: none"> • Ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school • Ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, cope with interruptions, support and delegate when appropriate • Ability to evaluate own development needs and those of others and seek learning opportunities, share knowledge and encourage professional development | |
| Knowledge | <ul style="list-style-type: none"> • In depth knowledge of Microsoft Office, SIMs and other school operating systems such as CPOMS • School procedures and policies • Working knowledge of financial procedures relating to ordering, invoicing, managing a budget and petty cash • Knowledge of relevant policies, codes of practice and legislation • Knowledge of GDPR | Application form Tasks Interview |
| Special requirements | <ul style="list-style-type: none"> • An enhanced DBS check will be required • Understanding of and commitment to equal opportunities • Understanding of and ability to maintain absolute confidentiality and integrity • Willingness to play a full and active part in the life of the school • Resilience under pressure with a high level of commitment- a desire to go the extra mile • Ability to maintain a professional attitude, presenting a warm, friendly and approachable manner as the face of the school | Application form Interview Tasks |

If you feel you can meet these demanding requirements then we look forward to hearing from you and welcome your application for this post.