

# Stivichall Primary School

## Office Manager

### Person Specification



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

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