



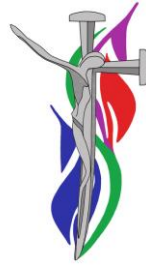
St John Vianney Catholic School

Part of the Holy Cross Catholic Multi Academy Company

Person Specification Office Manager

Salary Scale: Grade 5

Area	Specification	Essential	Desirable
Knowledge	Knowledge of SIMS.net ICT package		X
	Knowledge of PS Financials and PS Budgeting		X
	Knowledge of spreadsheets and word processing packages	X	
Skills and Abilities	Excellent communication skills	X	
	Excellent organisational skills	X	
	Ability to prioritise workload	X	
	Delegation and supervisory skills	X	
	Confidentiality, tact, diplomacy and sensitivity	X	
	Ability to work independently and also as part of a team	X	
Experience	Experience and competence of all administration functions	X	
	Experience of supervising staff	X	
	Experience of working within a busy, diverse environment	X	
Education	Minimum GCSE (or equivalent) English and Maths (A – C)	X	
	NVQ Level 3 (or equivalent qualification) <i>(Where qualification not held, evidence of knowledge and experience in a relevant discipline)</i>	X	
Special Requirements	This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service	X	



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	clearance will be required prior to appointment.		
	Ability to drive and have access to a car is an advantage but not essential.		X
	Able to work hours required at school and be flexible in changing hours.	X	
	Prepared to attend occasional evening meetings.	X	