

School Office Manager

Person Specification

The post-holder will manage the full range of administrative support to the Head and Senior Managers, ensuring continuity is maintained between staff, pupils, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

Experience and Knowledge

Essential:

- Ability to plan, organise and manage a complex workload
- Some supervisory or managerial experience
- At least 2 years of working within a busy office environment, preferably a school environment
- Experience of the use of computer software, including word processing, database, spreadsheets
- Experience of some budget Management
- Experience in handling and management of money
- Experience in managing calendars, diaries and events
- Experience in setting and working towards targets and deadlines

Desirable:

- Experience of a managerial role within a school setting or other office setting
- Experience of finance management
- Knowledge and experience of managing a school MIS
- Experience of appraisal processes
- Knowledge of educational systems and services

Technical Skills and Attributes

Essential:

- Strong IT skills with the ability to learn new systems quickly
- A good working knowledge of office management systems such as Microsoft and Excel
- Strong organisational skills and prioritising
- Strong ability to use initiative with a solution focused approach
- Good communications manner
- Minute taking and preparation of reports

Desirable:

- Working knowledge of School systems
- Working knowledge of Census data

- Working knowledge of HR systems such as Single Central Register or School Absence Management
- Strong secretarial skills

Personal Skills and Attributes

Essential:

- Excellent communication skills, both verbal and written
- Ability to work under pressure, remaining calm
- Customer orientated and able to relate well to all adults and children
- Able to work in, manage and organise teams, delegating where necessary
- Ability to deal sensitively and in confidence with a wide range of issues relating to working practices
- Flexibility and ability to work as part of and contribute to the school administrative team
- Interpersonal skills – dealing with staff, colleagues and outside agencies
- Ability to communicate effectively at all levels both verbally and in writing and to produce high quality correspondence
- Ability to work under pressure, to manage workload and conflicting priorities for themselves and the admin team
- Proactive and a 'can do' attitude to problem solving
- Punctual, reliable and trustworthy
- To demonstrate confidence, enthusiasm, flexibility and responsiveness to change, and a sense of humour
- A desire to learn and develop

Desirable:

- Ability to set focused staff appraisal targets
- Ability to set meeting agendas and run admin meetings

Qualifications and Training:

Essential

- English and Maths GCSE or equivalent (minimum C/Grade 4)
- Willingness to take on any further training required to meet the specifications of the job description
- IT qualification or proven ability to use IT systems

Desirable

- Advanced qualifications or NVQ 4 in office/business management or similar
- NVQ qualification or equivalent (Level 3)

Other job specific requirements:

Essential:

- The post holder must respect the confidentiality of all matters relating to the students, staff and families, including data protection
- Willingness to be flexible with working hours to respond to the needs of the school
- A commitment to attend evening meetings as required approximately once a half term
- Motivated to work in a SEN environment
- Commitment to CPD
- Commitment to Equality of opportunity
- Have a positive approach to working with children and a commitment to our safeguarding procedures
- Willingness to complete first aid training

Desirable:

- Experience within a SEN setting
- Safeguarding training
- Fire training
- First Aid training