

JOB TITLE: Office Manager

Qualities	Essential	Desirable	Evidence
Qualifications and Experience			
Education and Training			
English Maths and ICT GCSE A-C or equivalent	X		A
Certificate or Diploma in School Business Management		X	A
First aid qualification		X	A
Experience			
Proven experience in Human Resources including safer recruitment, attendance management, CPD and operation of SIMs or another pupil/ staff data base	X		A/I
Maintain financial systems and records in line with school audit and financial guidelines.	X		A/I
Preparation of reports and analysis of data in the provision of management information.	X		A/I
Managing school premises ensuring the health and safety of all personnel on site maintained in line with policies and risk assessments.	X		A/I
Up to date technical knowledge of ICT, equipment, services, facilities all hardware and software applications to support learning and management within a school environment. Knowledge / skills equivalent to national qualifications level 3.	X		A/I
Specific Skills			
Communication			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies.	X		A/I
Excellent ICT skills in Microsoft packages, word, excel, presentation	X		A/I
Excellent Communication skills both written and spoken	X		A/I

Ability to support bilingual/multilingual pupils/parents if required.		X	A/I
Professional Development			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.	X		A/I
Willingness to participate in all forms of professional development.	X		A/I
Personal qualities			
Proven organisational skills with a high level of accuracy	X		A/I
Friendly, professional, smart and flexible.	X		A/I
Knowledge and understanding of Data Protection legislation and maintaining confidentiality of personal information	X		A/I
Commitment to equalities issues and to social inclusion.	X		A/I
Ability to lead and direct work of the Office Administration Team.	X		A/I
Ability to work effectively with Office Administration Team /other adults and children within the school and external agencies	X		A/I
Other			
Being available for attending whole school events such as sports days, parent evenings and performances as required.	X		I
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children	X		A/I
Good work record Satisfactory references DBS clearance	X		