



## Eggescliffe CE PRIMARY SCHOOL – SCHOOL OFFICE MANAGER - PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Application	<ul style="list-style-type: none"> <li>• Completed application form and supporting letter.</li> </ul>		
Qualifications	<ul style="list-style-type: none"> <li>• NVQ4 or equivalent in Administration or relevant equivalent discipline</li> <li>• GCSEs in Maths and English at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ4 or equivalent in a relevant discipline</li> <li>• Word processing / typing qualifications</li> <li>• Evidence of further training</li> <li>• Willingness to attend further training</li> <li>• First Aid qualification (or willingness to work towards)</li> <li>• Up to date Safeguarding Experience (or willingness to complete)</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous administrative experience</li> <li>• Experience of managing database systems</li> <li>• Experience of maintaining efficient and accurate records</li> <li>• Experience of managing financial procedures</li> <li>• Experience of working successfully and co-operatively as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of data analysis</li> <li>• Previous experience of planning, developing and monitoring support systems</li> <li>• Experience of line management</li> <li>• Experience of dealing with the general public</li> <li>• Experience of school-based systems, including Parentpay and Access</li> <li>• Experience of working within an education environment</li> <li>• Experience of maintaining Health and Safety logs/ checks</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Work related testing</li> <li>• References</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Thorough knowledge of Microsoft Office (Word, Excel, PowerPoint and email)</li> <li>• Knowledge of cash handling and banking procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of School &amp; Stockton Local Authority policies and procedures.</li> <li>• Knowledge of attendance reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Work related testing</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of financial management and reporting</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent organisational skills</li> <li>• Problem solving, negotiating &amp; decision-making skills</li> <li>• Ability to multi-task</li> <li>• Numerical and analytical skills</li> <li>• Knowledge of Health and Safety requirements.</li> <li>• Ability to prioritise workload and meet deadlines</li> <li>• Ability to provide advice, guidance and information to various audiences <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of stock monitoring and preparing inventories</li> <li>• Knowledge of procurement and obtaining 'best value'</li> <li>• Knowledge of safeguarding and child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> </ul>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Positive and flexible approach to work</li> <li>• Ability to work to tight deadlines and under pressure</li> <li>• Ability to maintain all aspects of confidentiality</li> <li>• Self-motivated and a strong work ethic</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships</li> <li>• To be professional at all times</li> <li>• An understanding of and commitment to equal opportunities and anti-discriminatory practices for both children and adults</li> <li>• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude</li> <li>• Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• Work related testing</li> <li>• References</li> </ul>