



Holywell School
A Church of England School
Providing a Values-based education



OFFICE MANAGER (Inc. Admissions and Attendance)

PERSON SPECIFICATION

		Essential Attributes	Desirable Attributes	Evidence
1	Qualifications	<ul style="list-style-type: none"> GCSEs A*-C (or equivalent) in English and Maths 	<ul style="list-style-type: none"> Higher level qualification in business and/or administration 	Application form.
2	Experience of	<ul style="list-style-type: none"> working in an office environment at least 2 years). a wide range of administrative functions, including finance working with SIMS 	<ul style="list-style-type: none"> working in a school office supervising staff working with SAMS 	Application form and interview. Reference.
3	Knowledge and Understanding	<p>The Office Manager must have a good knowledge and understanding of:</p> <ul style="list-style-type: none"> Microsoft Office Suite (Word, PowerPoint, Excel) and other commonly-used office packages admissions processes and procedures how to keep children safe and what constitutes safer working practices 	<p>Ideally, you will have knowledge and understanding of:</p> <ul style="list-style-type: none"> How schools work Admissions processes and procedures Attendance legislation Health and Safety guidelines inc. those related to issuing medication 	Application form and interview. Reference
3	Skills / Aptitude	<p>The Office Manager must have the following skills:</p> <ul style="list-style-type: none"> excellent organisational and time-management skills strong IT and typing skills the ability to prioritise tasks and work under pressure good team-working skills and the confidence to lead and motivate a team the ability to manage workload and supervise others concurrently excellent interpersonal, oral and written communication skills attention to detail flexibility and adaptability to changing workloads a problem-solving approach to work project-management skills ability to meet the physical demands of the job. 	<ul style="list-style-type: none"> To be able to articulate enthusiasm and beliefs in a positive way. First Aid training 	Application form and interview. Reference.

		Essential Attributes	Desirable Attributes	Evidence
4	Philosophy & Practice	<ul style="list-style-type: none"> • To promote the learning and personal development of all students and staff, rooted in clear values of respect, hope and dignity. • Reflective practitioner / Self-aware. • Growth Mindset. • Evidence of attending to personal professional development • Commitment to safeguarding • Commitment to upholding the values and beliefs commensurate with working in a Church of England school 	<ul style="list-style-type: none"> • Experience of working in a values-school • Experience of working in a Church of England School 	Application form and interview.
5	Other	<ul style="list-style-type: none"> • Commitment to providing a high standard of work. • Works within professional boundaries • Clear, high standard application that responds well to the job description and person specification. 		Application form and interview.