

HOBBS HILL WOOD PRIMARY SCHOOL

PERSON SPECIFICATION FOR 1 DAY PER WEEK OFFICE MANAGER The criteria in the person specification will be used as follows:

A – the panel will look for evidence on the candidate’s application form

I – the panel will look for evidence at interview

T – the panel will look for evidence from a task to be completed at interview

	Essential	Desirable
Qualifications/training	<ul style="list-style-type: none"> • A good standard of education including GCSE Maths and English (C+) or equivalent (A) 	<ul style="list-style-type: none"> • Educated to A level standard (A)
Experience	<ul style="list-style-type: none"> • Administration experience (A) • Team management (A,I) • Customer facing experience 	<ul style="list-style-type: none"> • Working in a school / school office • Administration experience in a school (A)
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office packages, including Word, Excel and PowerPoint (A,T) • Level 1 Safeguarding (A,I) – training will be provided 	<ul style="list-style-type: none"> • Knowledge of school systems such as Arbor, Arbor Finance, Evolve, etc (A) • First Aid (A) – training will be provided
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written (A,I) • Excellent IT skills; comfortable with new systems (A,T) • Ability to work as part of a team as well as on own initiative (A,I) • Ability to work under pressure and meet deadlines, managing own and the team’s workload (I) • Ability to undertake a wide range of administrative tasks (A,I) • Ability to analyse data and recommend action (T) • Attention to detail (A,T) 	
Personal competencies and qualities	<ul style="list-style-type: none"> • Able to work in a busy, customer facing environment (A,I) • Understand and embrace the school ethos (I) • Able to embrace change (I) • Proactive (I) • Ability to take the initiative (A, I) • Well organised (A,I) • Flexible – able to adapt to changing situations (I) • Friendly and approachable (I) 	