



## PERSON SPECIFICATION – Office Manager, PA to Headteacher & Clerk to LGB

Knowledge, qualifications and experience	Essential	Desirable
Knowledge of recruitment including hiring, job descriptions, adverts, interviews		√
Knowledge of staffing documentation including written offers, handbook		√
Knowledge of staff welfare issues including counseling, return to work interviews, induction	√	
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview)	√	
Experience of managing and maintaining accurate records and filing systems	√	
Experience of working in a busy office	√	
Proven experience in a PA role including diary management and travel arrangements	√	
Experience of organising meetings and accurate minute taking	√	
Competent Microsoft user	√	
Further education qualification/s in relevant field (certificate/s to be available at interview)		√
Experience of working in a school or similar establishment in an administrative support role		√
Knowledge of SIMS		√
First Aid qualification or willingness to gain one		√
Skills and aptitudes	Essential	Desirable
Ability to work constructively as part of a team, understanding school roles and responsibilities	√	
Ability to lead, develop and motivate a team of staff, delegating duties as required	√	
Ability to build and form good relationships with prospective parents, students, colleagues and other professionals	√	
Initiative and ability to work without direct supervision	√	
Excellent and meticulous organisational skills	√	
Good standard of numeracy and literacy skills		
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	√	
Ability to absorb and understand a wide range of information	√	
Ability to manage and deal with confidential data / issues appropriately	√	
Ability to effectively operate a full range of ICT equipment and other resources	√	
Working knowledge of SIMS		√
Knowledge of relevant policies, codes of practice, and awareness of relevant legislation such as School Admission Code, Data Protection, Freedom of Information Act, etc		√
Ability to proficiently use office computer and HR software including word-processing, spreadsheet, database and internet systems	√	
Knowledge and understanding of Safer Recruitment requirements in schools		√
Operating and monitoring and providing required reports		√
Personal qualities	Essential	Desirable
Ability to show initiative and prioritise one's own work and that of others when under pressure	√	
Able to work flexibly to support others and respond to unplanned situations	√	
Able to attend evening meetings as required	√	
Desire to enhance and develop skills and knowledge through CPD	√	
Commitment to the highest standards of child protection	√	



Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to the school's ethos, aims and its whole community	√	