



## Colnbrook School

Hayling Road

Watford

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Website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)

Head Teacher: Caroline Aplin

### Office Manager – Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>Educated to GCSE or equivalent, including GCSE (A-C) in Maths and English</li> <li>Evidence of recent and relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of accredited learning at NVQ 3 or equivalent relevant to the post.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Working in an office environment at a senior level</li> <li>Developing, managing and operating clerical/administrative/financial and organisation systems</li> <li>Managing administration relating to HR and absence and maintaining personnel records</li> </ul>	<ul style="list-style-type: none"> <li>Use of Arbor or SAP</li> </ul>
Skills and knowledge	Essential	
	<ul style="list-style-type: none"> <li>Knowledge of safer recruitment</li> <li>Excellent attention to detail</li> <li>Excellent literacy / numeracy skills</li> <li>Competent use of IT packages, to include Microsoft Word and Excel</li> <li>Ability to use relevant office equipment effectively</li> <li>Ability to plan, organise and prioritise</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Deals with difficult situations effectively</li> <li>Show initiative, drive and commitment to training and on-going improvement</li> <li>Adopt a reflective and problem solving approach to work</li> </ul>	