



Codicote C of E Primary School

Person Specification – Office Manager

	Essential attributes
Qualifications and general experience	• General education – including GCSE or equivalent in Maths and English • Evidence of commitment to further professional training • Commitment to equal opportunities and inclusive practice.
Professional knowledge and experience	• Experience of working in a school/office environment • Experience of using a management information system • Experience of working as part of a team • Good understanding of health and safety in the work environment
Professional skills	• Ability to ensure that the school is warm and welcoming, and that all visitors are treated politely, with respect • Ability to establish strong, positive and professional, effective relationships with all members of school community • Effective administration and organisational skills and time management skills • Ability to work under pressure, prioritising workloads • Ability to investigate, resolve problems and make decisions • Ability to maintain confidentiality at all times and deal with sensitive issues effectively • Ability to work from own initiative and under direction of others.
Professional philosophy and commitment	• Commitment to promoting the ethos of the school. • Commitment to meeting needs of the children, staff, parents, governors and stakeholders in relation to school life. • Commitment to safeguarding children.
Personal qualities	• Patient, calm and kind • Good sense of humour • Positive attitude • Flexible – able to respond positively to changing circumstances • Able to respond positively to challenge, taking proactive action as appropriate • Well organised and able to plan own time/workload effectively • Excellent attendance and punctuality • Loyal
Application form, personal specification form and letter	• Fully completed • Clear and concise • Legible • Related to post • High standard of spelling and grammar