

NIGHTINGALE COMMUNITY ACADEMY

School Office Manager

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Education	
At least 5 GCSEs or equivalent qualification or experience in relevant discipline	E
Good numeracy/literacy skills	E
NVQ 3 or above in business administration or an office/business management qualification	D
Experience and Knowledge	
Ability to plan, organise and manage a complex workload	E
Supervisory or Management Experience	D
Experience of working in a busy office environment, preferably a school environment	E
Experience of using Microsoft packages including Word, Outlook and Excel Databases to compile data, produce reports and letters	E
Good knowledge and experience of working with SIMS.	D
Proven knowledge of HR and finance processes	E
Experience in setting and working towards targets and deadlines	E
Skills and Abilities	
Good communication skills (both oral and written)	E
Sound planning, negotiation and influencing skills	E
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	E
Ability to manage people directly and indirectly	E
Minute taking and the preparation of reports.	E
Strong IT skills with the ability to learn new systems quickly	E
Ability to work as part of a team, adaptable and supportive of colleagues	E
A commitment to safeguarding and promoting the welfare of children.	E
Personal Qualities	
Excellent communication and interpersonal skills	E
Enthusiastic, focussed, reliable, flexible and resilient.	E
Ability to relate well to children and families	E

D = desirable attribute E = essential attribute