



CROOK LOG PRIMARY SCHOOL

PERSON SPECIFICATION FOR OFFICE MANAGER

	Essential	Desirable	Evidence
Qualifications	Good basic education to GCSE standard, with excellent typing skills and associated qualifications.		Application form Certificates Competency tests Interview
Experience	Experience of working as an Office Manager or Secretary in a school environment, with full working knowledge of all aspects of FMS, SMS, Census production, DfE data submission and knowledge of Bexley HR procedures and protocols, along with general day to day running of a busy school office	Able to manage a busy school office and the staff working in it To have experience and understanding of the working of a governing body	Application form References Competency tests Interview
Knowledge and understanding	<p>The Office Manager should have knowledge and understanding of:</p> <p>The nature of routine/office tasks that need to be completed on a daily basis;</p> <p>The extent of the role, and the versatility required to fulfil it;</p> <p>The roles and responsibilities of teachers</p> <p>The Office Manager should have knowledge and understanding of:</p> <p>Educational tasks that need to be completed on a daily basis;</p> <p>Educational management;</p> <p>INSET;</p> <p>The computer systems available to organize educational records and school finance</p>		Application form References Interview

	Essential	Desirable	Evidence
Skills	<p>The Office Manager will be able to:</p> <p>Manage and prioritise workloads;</p> <p>Communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors;</p> <p>Provide a welcoming first point of contact at all times for people who come to the school;</p> <p>Make accurate judgements of situations, and refer these to other staff, as necessary</p> <p>Recognize the confidentiality of some kinds of information;</p> <p>Be computer literate;</p> <p>Work effectively and efficiently under pressure;</p> <p>Take personal initiatives in liaison work within a team of teaching and non-teaching staff, including directing the Office staff;</p> <p>Ensure that school diary commitments are kept up-to-date, and that the relevant people are informed of these commitments;</p> <p>Manage the budget for office administration resources;</p> <p>Manage the local School Fund accounts in a suitable book-keeping style, banking as appropriate;</p> <p>Undergo further administrative training, when appropriate</p>		<p>Application form</p> <p>References</p> <p>Competency tests</p> <p>Interview</p>
Personal Characteristics	<p>Adaptable</p> <p>Cool under pressure</p> <p>Excellent as an organizer</p> <p>Friendly</p> <p>Purposeful</p> <p>Resourceful</p> <p>Honest</p>		<p>Application form</p> <p>References</p> <p>Interview</p>