Federation of Gayton and Middleton CE Primary Academies

Office Manager

Person Specification

	Essential	Desirable
Qualifications and training		
• Educated to GSCE or equivalent, including GCSE (A- C) in Mathematics and English.		X
• Evidence of acceptable basic literacy and numeracy skills.	X	
• Willing to undertake necessary training		
• Evidence of recent and relevant training	X X	
Experience		
• Experience of working in an office environment.	X	
• Experience of Microsoft Office packages to include Word and Excel.	X	
• Experience of using a variety of software systems	X	
• Experience of dealing with the public in person and on the telephone	X	
• Experience working in a school		X
• Experience of providing first aid support.		X
Skills and Abilities		
• Ability to provide a first point of contact service for visitors, staff and pupils	X	
• Excellent communication skills (both verbal and written)	X	
• Well- developed organisational, decision making, problem solving, time management and prioritisation skills	X	
• Ability to word process documents quickly and accurately	X	
• Ability to work independently as well as collaboratively	X	
• Highly effective administrative and organisational skills	X	
• Knowledge and understanding of the confines of confidential working	X	
Personal Qualities		
• Well organised and purposeful.	X	
• Highly motivated and inspires others.	X	
• Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors.	X	
• Sense of humour.	X	
• Smart professional appearance.	X	
• Committed to safeguarding and promoting the welfare of children	X	
• Resilience, the ability to work under pressure and be able to meet deadlines.	X	
• Flexible and open to continuous change.	X	
• Committed to promoting Christian values and ethos.	X X	