

Person Specification: Office Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy • English and Maths to GCSE or equivalent 	<ul style="list-style-type: none"> • First Aid certificate • Recognised qualification in Business/Administration
Experience	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Knowledge and understanding of Microsoft Office • Relevant office experience • Evidence of effective team leadership and line-management 	<ul style="list-style-type: none"> • Worked in a school office environment • Experience of Arbor • Experience of EduPay • Experience of Parentpay
Skills	<ul style="list-style-type: none"> • Ability to establish and develop appropriate relationships with parents, governors, the parish and local community • Able to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors • Promote a positive working environment • Be able to prioritise workload • Have excellent time management and organisational skills • Be able to work under pressure and meet deadlines 	
Personal Characteristics	<ul style="list-style-type: none"> • Knowledgeable and highly competent • Approachable and empathetic • Enthusiastic and committed • Able to work on own initiative • Organised and resourceful • Of smart appearance • Maintains confidentiality at all times • Promote the school's aims positively 	
Special Requirements	<ul style="list-style-type: none"> • Willingness to undergo an Enhanced DBS check • Willingness to undergo a pre-employment health check • Willingness to participate in appropriate training including Safeguarding and Child Protection • Willing to take an active part in the life of school and be supportive of the Catholic ethos of the school 	