BEESTON RYLANDS JUNIOR SCHOOL

APPOINTMENT OF AN OFFICE MANAGER

PERSON SPECIFICATION (STRICTLY CONFIDENTIAL)

Key :- App – Application; Int – Interview; T – Task; Ob - Observation

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND TRAINING			
1. Good academic standard of education to GCSE 'A' level standard/NVQ level 3 or equivalent	√		App
2. Specialist training/development		√	App/Int
EXPERIENCE			
1. Considerable relevant work experience of managing administrative (or similar) services or functions	√		App
2. Planning and development of administrative functions to meet the current and future needs	√		App
3. Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts		√	App/Int
4. Management and development of a team		√	App/Int
5. Budget planning, monitoring and reporting		√	T
PERSONAL SKILS AND GENERAL COMPETENCIES			
1. Ability to relate effectively with and gain the respect of children, staff, parents and carers	√		App/Int/Ob
2. Ability to work as an equal team member with staff	√		App/Int/Ob
3. Ability to work flexibly	√		App/Int/Ob
4. Ability to communicate in English (written and verbal)	√		All
5. Ability to use ICT systems necessary to support the role		√	App/Int/T
6. Ability to develop and maintain appropriate and efficient administrative systems	√		App/Int
7. Effective time management	√		App/Int/T
8. A positive outlook on life and a good sense of humour	√		App/Int/Ob