



## PERSON SPECIFICATION

### Office Manager Grade 3

Elms Farm Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT *</b>
<b>INITIAL QUALIFICATIONS</b>	GCSE's in English and Mathematics at grade A*-C or equivalent  Word Processing RSA II or experience in word processing	<b>A, I</b>
<b>FURTHER QUALIFICATIONS</b>	Substantial experience of working in an office environment	<b>A, I</b>
<b>PROFESSIONAL DEVELOPMENT</b>	Experience of working in a school office	<b>A,I</b>
	Experience of a wide range of administrative functions	<b>A,I</b>
	Experience of supervising staff	<b>A,I</b>
<b>SKILLS &amp; ABILITIES</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	<b>A, I</b>
	Good working knowledge of Microsoft office (Word and Excel) & SIMS	<b>A, I</b>
	Excellent interpersonal & organizational skills	<b>A, I</b>
	Ability to work collaboratively and lead a team	<b>A, I</b>
	Ability to interpret varying situations and solve problems on a day to day basis	<b>A,I</b>
	Ability to work with autonomy within set boundaries	<b>A,I</b>
	Ability to cope with conflicting demands, deadlines and interruptions	<b>A,I</b>
	A understanding of safeguarding protocols	<b>A,I</b>
	Ability to meet the physical demands of the post	
<b>OTHER</b>	Interest in own personal development and willingness to undertake further training	<b>A, I</b>
	<b>DESIRABLE:</b>	
	Experience of working with Parent Pay, FMS, CPOMS.	<b>A, I</b>

- Those elements marked **AF** - will be assessed in your **Application Form**
- Those elements marked **AF/IP** - will be assessed in your **Application Form** and during the selection process e.g. **Interview, Presentation**.
- Those elements marked **IP** - will be evaluated during the selection process e.g. **Interview, Presentation**

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.