



## ST PETER'S SCHOOL HUNTINGDON

### OFFICE MANAGER - PERSON SPECIFICATION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Important	Desirable	Measured
<b>QUALIFICATIONS</b>				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related area			✓	Application/Certificate
First Aid Certificate (training will be provided)			✓	Application/Certificate
<b>EXPERIENCE AND SKILLS</b>				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Strong telephone manner with an organised and structured approach to duties.	✓			Application/Interview/Reference
Good working knowledge of MS Office, MS Word, Outlook	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Previous experience of managing and developing a small team		✓		Application/Interview/Reference
Analysis and Problem Solving - Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.		✓		Application/Interview/Reference
Teamwork - Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within the school community.		✓		Application/Interview/Reference
Accountability – To be responsible for one's own actions, seeing things through, doing what we say we will.		✓		Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		✓		Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.		✓		Application/Interview/Reference
Leading and Empowering - Creating a motivating atmosphere and encouraging commitment and involvement through delegation, support and training.		✓		Application/Interview/Reference
Managing Business Performance - Setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team.		✓		Application/Interview/Reference
<b>INTERPERSONAL SKILLS</b>				
Commitment to maintain high customer care standards	✓			Application/Interview/Reference

Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference