

## Person Specification

**Post title:** Office Manager

**Establishment or team:** St Joseph's RC Academy, Todmorden

Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details)
<b>Qualifications</b>		
4 GCSEs (Grade A-C) or equivalent, preferably including English and Mathematics	E	AF
<b>Experience</b>		
Experience of using Microsoft Office Applications (Word, Outlook, Excel)	E	AF/I/T
Experience of performing clerical duties within an office environment (including maintaining accurate records, filing, photocopying and mail)	E	AF/I
Previous experience of dealing with customers on the telephone and face-to-face	E	AF/I
Experience of working within an educational environment	E	AF/I
<b>Knowledge, skills and abilities</b>		
Numerate	E	AF/I
Good communication skills in relation to other colleagues and members of the public	E	AF/I
Flexible and methodical approach to workload, including meeting deadlines	E	I
Ability to relate well to people	E	AF/I/R
Ability to process documents accurately	E	AF/I/T
Knowledge of SIMS	E	AF/I
Knowledge of the concept of confidentiality	E	AF/I



<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to sustaining regular attendance at work	E	R
First Aid qualification	D	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		
<b>Prepared by: RCAT HR Department</b>		<b>Updated: Feb 25</b>