

PERSON SPECIFICATION

JOB TITLE: Office Manager

GRADE: 7

PREPARED BY: SBM

DEPARTMENT: Education

POST NO: BPS/ASBMJan24

DATE: 22/11/2023

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Experience of development, management and operation of administrative systems.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Effective use of ICT and other specialist equipment / resources.		A/I/T
D	Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation.		A/I/T
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Very good ICT skills.		A/I
E	Ability to relate well to children and adults.		A/I
D	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.		A/I
D	Ability to self-evaluate learning needs and actively seek learning opportunities.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
D	NVQ 3 or equivalent qualification or experience in relevant discipline.		A/I
E	Very good numeracy / literacy skills.		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
			I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	
			A/I
	CONTRA INDICATIONS, if any	W =	
			A/I