

**ACRE HALL PRIMARY SCHOOL**

Irlam Road, Flixton, Manchester, M41 6NA

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| **POST TITLE: Office Manager****Band 5 SCP 26-28** |
| **PERSON SPECIFICATION** |
| **MINIMUM ESSENTIAL REQUIREMENTS** |  |
| **Qualifications and Experience** |  | **Method of Assessment** |
| Educated to first Degree/ A Level standardExcellent literacy and numeracy skillsExperience of using SIMS.net and/or other administrative and financial systemsExperience of Microsoft word, excel and powerpoint to a high standard in an office environmentExperience of working in or managing a school office or a busy administrative function/ office | EEDDE | A/CA/IA/I/CA/I/CA/I |
| **Experience** |  |  |
| Experience of dealing with members of the publicExperience of working in a busy office environmentExperience of organising and prioritising own workload, and working under pressureExperience of managing electronic diaries and e-mail accounts | EEED | A/IA/IA/IA/I |
| **Knowledge/Skills** |  |  |
| Knowledge of SIMS.net including report design and DfE returns (termly census, CTF files etc..)Experience of using Microsoft Word and Microsoft Excel to a high level of competenceKnowledge of current practice relevant to the role (school admissions procedures, governnce etc.) | DDD | A/IA/IA/I |
| **Personal Characteristics** |  |  |
| Ability to work independently and use initiative to deal with queriesAbility to plan and prioritise workload and work to tight time deadlinesWillingness to take on tasks of others and work well as part of a teamAbility to communicate effectively with staff, parents and pupilsAbility to remain calm under pressure and deal with difficult situations in a professional mannerTo be responsible for promoting and safeguarding the welfare of children and young people within the school | EEEEEE | A/ IA/IA/IA/IA/IA/I |
| **Other** |  |  |
| Flexible approach to working hours with the willingness to work outside of contracted times to support school events.Willingness to undertake training, identify own training needs and show a commitment to further professional development. | EE | II |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

**Acre Hall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.**