

Archbishop Benson Primary School
Fun & Learning, Hand in Hand



www.abulhandinhand.com 104023823

Person Specification for Office Manager Updated 4.9.2019			
	Essential	Desirable	Recruiting method
Education and Training	<p>GCSE's or equivalent to include Maths & English at a C grade or above</p> <p>NVQ L3 in administration/business/HR or equivalent experience</p>	<p>CIPD certificate in HR practice</p> <p>Evidence of further professional development</p>	Application
Skills and Experience	<p>Recent & relevant skills and experience of working in an office environment</p> <p>HR experience, with up to date working knowledge of employment law and good HR practice</p> <p>Experience of operating administration & HR databases</p> <p>A strong, practical working knowledge of IT applications, inclusive of word, excel and powerpoint</p> <p>Experience of handling difficult situations and conversations successfully</p> <p>Experience of change management</p>	<p>Experience of working within a school or similar environment</p> <p>Experience of SIMS</p> <p>Minute-taking skills</p>	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Excellent typing and word processing skills</p> <p>Excellent oral, written & numerical skills</p> <p>Quick to learn/pick up systems/ICT packages</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal & customer service skills</p> <p>Proven management skills</p> <p>High level of accuracy and attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Typing and word processing certificates</p> <p>Proven understanding of managing HR regulations & procedures</p>	Application/Interview/Assessment

Behaviours and Values	<p>Commitment to the school's Christian ethos & values</p> <p>An interest in children and education</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Personal responsibility for own work, own environment and own development.</p> <p>Commitment to the wider life of the school & the school's role in the wider community</p>	Interest in running or supporting extra- curricular activities	Application/Interview/ Assessment
Qualities	<p>A friendly, professional & proactive approach to working with children, parents, colleagues and the wider community</p> <p>Ability to work in a timely manner and meet deadlines</p> <p>Discretion, tact & confidentiality</p> <p>Enthusiasm and energy</p> <p>Flexibility, reliability and adaptability</p> <p>Ability to work alone & as part of a team with a sense of initiative</p> <p>Professional resilience</p>		Application/Interview/ Assessment

Special Conditions related to the post

Archbishop Benson Primary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.