



St Augustine's Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company

Person Specification Office Manager

Name:

Salary Scale: Grade 5

| Area | Specification | Essential | Desirable |
|----------------------|---|-----------|-----------|
| Knowledge | Knowledge of SIMS.net ICT package | | X |
| | Knowledge of PS Financials and PS Budgeting | | X |
| | Knowledge of spreadsheets and word processing packages | X | |
| Skills and Abilities | Excellent communication skills | X | |
| | Excellent organisational skills | X | |
| | Ability to prioritise workload | X | |
| | Delegation and supervisory skills | X | |
| | Confidentiality, tact, diplomacy and sensitivity | X | |
| | Ability to work independently and also as part of a team | X | |
| Experience | Experience and competence of all administration functions | X | |
| | Experience of supervising staff | X | |
| | Experience of working within a busy, diverse environment | X | |
| Education | Minimum GCSE (or equivalent) English and Maths (A – C) | X | |





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|----------------------|--|---|---|
| | NVQ Level 3 (or equivalent qualification) <i>(Where qualification not held, evidence of knowledge and experience in a relevant discipline)</i> | X | |
| Special Requirements | This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service clearance will be required prior to appointment. | X | |
| | Ability to drive and have access to a car is an advantage but not essential. | | X |
| | Able to work hours required at school and be flexible in changing hours. | X | |
| | Prepared to attend occasional evening meetings. | X | |

Date Reviewed: October 2020