

**Stanley Burnside Primary School**  
**Office Manager**  
**Grade 5**  
**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

CATEGORY	ESSENTIAL	DESIRABLE	HOW CRITERIA IS ASSESSED
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>♦ Minimum of 4 GCSEs or equivalent A-C grade including Maths and English or higher Diploma / Degree</li> <li>♦ NVQ Level 3 in administration or equivalent or relevant equivalent qualification such as CSBM.</li> <li>♦ Use of Word Processing, and other Office Programmes.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Certificate in School Administration</li> </ul>	Application Form Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>♦ Experience of SIMS and FMS systems or equivalent financial management systems</li> <li>♦ Experience in an administrative / financial setting</li> <li>♦ Experience of establishing or using and maintaining administrative systems</li> <li>♦ Experience of working in an admin role within a customer facing environment</li> </ul>	<ul style="list-style-type: none"> <li>♦ Experience of personnel, cover etc.</li> <li>♦ Experience of taking minutes at meetings</li> </ul>	Application Form References Interview
<b>SKILLS / KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>♦ A range of IT skills including the use of e-mail</li> <li>♦ Ability to listen sensitively and deal with people in a sympathetic and tactful way</li> <li>♦ Ability to communicate effectively both orally and written using a variety of media</li> <li>♦ Ability to correspond and liaise with external agencies</li> <li>♦ Ability to demonstrate use of own initiative</li> <li>♦ Ability to work as a member of a team</li> <li>♦ Ability to prioritise, plan and organise work/tasks both in advance and with short notice</li> <li>♦ Excellent literacy and numeracy skills</li> <li>♦ Confident word processing/typing skills</li> <li>♦ Ability to manage time effectively and work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>♦ Knowledge of Local Government procedures specific to schools</li> </ul>	Application Form References Interview
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>♦ Organised and efficient</li> <li>♦ Enthusiastic, self-motivated</li> <li>♦ Pleasant manner when dealing with colleagues, pupils, parents, visitors and Governors</li> <li>♦ Confidentiality</li> <li>♦ Tactful, discreet</li> <li>♦ Flexible approach to work</li> <li>♦ Punctual</li> </ul>	<ul style="list-style-type: none"> <li>♦ Willingness to undergo further training</li> </ul>	Application Form References Interview