



**HOTSPUR PRIMARY SCHOOL
OFFICE MANAGER
PERSON SPECIFICATION**



FACTOR	CRITERIA	MEANS OF ASSESSMENT
1. Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> a) Ability to promote the school's vision and aims positively b) Good at establishing and developing appropriate relationships with all stakeholders c) Understanding of priorities in respect of working within a school environment d) A good level of competency in the use of office-based ICT programmes e) Ability to effectively prioritise workloads in an environment with conflicting demands f) Be able to demonstrate a team-centred approach to work g) Excellent time management and organisational skills h) Be able to work under pressure and meet deadlines with a high level of accuracy i) Be committed to the best possible outcomes for pupils, the team and the school j) Understanding of the statutory requirement of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion k) Ability to take initiative and make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office l) Commitment to personal professional development 	Application form References Interview

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2. Qualifications	<ul style="list-style-type: none"> a) Good general qualifications at least to GCSE, particularly in English and Maths b) Excellent communication skills, both verbal and written c) Desirable to have further qualifications in business administration 	Application form Interview
3. Experience	<ul style="list-style-type: none"> a) Prior experience working in a primary school office and using SIMS b) Prior experience in office management c) Proven experience of working successfully and cooperatively as a member of a team 	Application form Interview
4. Disposition	<ul style="list-style-type: none"> a) Enthusiastic and confident to command respect from pupils and other staff b) Ability to work successfully both independently and as part of a team c) Welcoming of change and ability to respond to it with a flexible approach d) Calm and patient e) Approachable and empathetic f) Discreet, tactful and understand the need for confidentiality g) Smart of appearance h) Commitment to equal opportunities and anti-discriminatory practices 	Application form Interview
5. Special Requirements	<ul style="list-style-type: none"> a) Very good punctuality and attendance record b) DBS enhanced disclosure c) Willingness to become involved with school projects and activities 	Application form Interview