



SACRED HEART CATHOLIC HIGH SCHOOL

PERSON SPECIFICATION FOR OFFICE MANAGER

A SKILLS, KNOWLEDGE AND APTITUDES	
Essential:-	
A1	Excellent organisational skills and attention to detail
A2	Excellent written and oral communication skills
A3	High level of competency in ICT
A4	Able to communicate effectively and when required, confidentially with a wide range of people
A5	Ability to prioritise work, cope with meeting deadlines and use initiative in a variety of situations
A6	Able to work proactively and efficiently as part of a team
B QUALIFICATIONS AND TRAINING	
B1	Educated to Advanced level qualifications with at least a minimum 5A* - C GCSE grades including English and Mathematics
B2	Evidence of relevant training to carry out the responsibilities
Desirable	
B3	Relevant training and/or experience including the use of ICT
C EXPERIENCE	
Essential:-	
C1	Experience of managing staff
C2	Experience of a busy office environment
C3	Experience of minuting meetings
D PERSONAL QUALITIES	
Essential:-	
D1	Ability to build effective working relationships
D2	Able to remain calm under pressure
D3	Enthusiasm, high levels of personal motivation
D4	A flexible attitude
D5	Professional appearance in dress and manner
D6	Excellent attendance, timekeeping and capacity to complete tasks to meet deadlines
D7	A team player, who will be flexible and will resolve problems
D8	A positive commitment to improving practice
E SPECIAL REQUIREMENTS	
Essential	
E1	A colleague who will actively support our ethos
E2	Satisfactory Enhanced Certificate of Disclosure
Desirable	
E3	Practising and committed Roman Catholic
E4	Driving licence
<p><i>Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.</i></p>	