



SACRED HEART CATHOLIC HIGH SCHOOL

PERSON SPECIFICATION FOR OFFICE MANAGER

A	SKILLS, KNOWLEDGE AND APTITUDES
Essential: <ul style="list-style-type: none">• Excellent organisational skills• High level of competency in ICT (E-mail, word processing and spreadsheets)• Able to communicate effectively with a wide range of people• Ability to prioritise work, cope with meeting deadlines• Able to work proactively and efficiently as part of a team• Willing to do a variety of administrative duties Desirable: <ul style="list-style-type: none">• Good level of competency in using Excel, Word and PowerPoint• Able to communicate effectively with young people	
B	QUALIFICATIONS AND TRAINING
Essential: <ul style="list-style-type: none">• GCSE grade C or equivalent in English• Willingness to be trained Desirable: <ul style="list-style-type: none">• 5A*-C inc English/Maths or equivalent (Level 2)• Level 3 Word Processing• Microsoft Office training	
C	EXPERIENCE
Essential:- <ul style="list-style-type: none">• Experience of working in a busy office environment Desirable: <ul style="list-style-type: none">• Experience of minuting meetings	
D	PERSONAL AND PROFESSIONAL QUALITIES
Essential:- <ul style="list-style-type: none">• Have a positive outlook and form excellent working relationships• Able to remain calm under pressure• A sense of humour and perspective• Willingness to be flexible• Professional appearance in dress and manner• Excellent record of attendance and punctuality	
E	SPECIAL REQUIREMENTS
Essential <ul style="list-style-type: none">• Willingness to actively support the Christian ethos of the school• Satisfactory Enhanced Certificate of Disclosure from the Criminal Records Bureau• Additional criminal record checks if applicant has lived outside the UK Desirable <ul style="list-style-type: none">• Practising and committed Roman Catholic <p><i>Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.</i></p>	