

St Wilfrid's RCVA Primary School

School Office Manager

Person Specification

Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • NVQ 3 or above in Administration or equivalent • GCSE Maths and English (Grades A – C) 	<ul style="list-style-type: none"> • Further qualifications in IT and/or finance. • First Aid Certificate/medicines in School 	Application Form Certificates
Experience	<ul style="list-style-type: none"> • Working within an admin setting in a School • Experience in managing financial procedures, such as school funds and petty cash. • Experience of establishing and maintaining School based systems such as SIMS.net and FMS. • Experience of establishing and maintaining Database systems • Experience of being an effective member of a team. 	<ul style="list-style-type: none"> • Experience of data analysis. • Previous experience of planning, developing and monitoring admin support systems. • Experience of setting up and using ParentPay on line payment system. • Willingness to undertake further training. 	Application Form Work related task Interview References
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of School and Local Authority policies and procedures. • Thorough knowledge of Microsoft Office • Knowledge of cash handling and banking procedures. • Knowledge of financial management and reporting. • Excellent written and verbal communications skills. • Organisational skills • Problem solving, negotiating and decision making skills. • Ability to multi-task, manage time effectively 	<ul style="list-style-type: none"> • Experience of stock monitoring and maintaining inventories. • Knowledge of Health and Safety requirements in Schools. • Knowledge of website maintenance. • Knowledge of Government funding streams ie. pupil premium, sports premium, early years and 2 year old funding. 	Application Form Work related task Interview References

	<p>and work to deadlines.</p> <ul style="list-style-type: none"> • Excellent Literacy and Numeracy skills. • Knowledge of safeguarding. 		
Personal Qualities	<ul style="list-style-type: none"> • Ability to listen sensitively and deal with people in a sympathetic and tactful way. • Professional, positive and flexible approach to work. • Ability to work to tight deadlines under pressure. • Confidentiality • Enthusiastic and self-motivated. • Ability to work alone and lead a team. • Ability to work with a range of professionals. • Understanding and a commitment to equal opportunities for children and adults. • A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships. 		<p>Work related task Interview References</p>