

Person Specification

Post: Office Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics • Further or higher education 	<ul style="list-style-type: none"> • Good honours degree 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Working with young people • Line-management responsibility; leading a high performing team • Creating, editing and proof reading professional high quality documents • Planning and coordinating events • Meeting deadlines successfully • Proactive approach to tasks • Flexible approach to working 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Working in an educational setting • Working in a similar role • Working at a senior level in a school office to include development, management and operation of administrative / ICT systems 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • High expectations which motivate and challenge students • Build and maintain effective working relationships with students, colleagues, families and the wider community • Highly competent in the use of ICT, especially Microsoft Outlook, Excel and Word • Excellent communication skills, both written and oral • Strong administrative and organisational skills • Deliver on time to agreed quality standards • Maintain accurate and up to date records • Maintain confidentiality at all times • Commitment to safeguarding 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Use of information management system/s e.g. iTrent, SIMS • Financial systems e.g. PS Financials • Safeguarding procedures • Current educational policy 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic, flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> • Application • Interview • References