Person Specification
Office Manager
Scale: P01 (27-30)

Date last updated: 02/07/2019

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be Application Form, your application needs to demonstrate clearly and concisely how you meet each criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you may not be shortlisted. Please give specific examples wherever possible

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE/EXPERIENCE: ● Knowledge of whole school procedures, organisation and structure. ● Staff Management ● Recruitment and personnel ● Finance: purchase orders through to income /cash management.	● Application Form ● Interview ● Certificate ● Test
QUALIFICATIONS: ● O'leveGCSE equivalent pass in Maths and English ● Good level of General education ● Full Computer literacy:- Microsoft Office Word, Publisher, Access, Powerpoint, email and internet.	● Application ● Test
PERSONAL QUALITIES: ● Confidentiality ● Good staff management skills ● Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and defuse confrontational situations. ● The capacity to remain calm and cope with the unexpected. ● Excellent health and time keeping ● Committed and enthusiastic ● Confident, positive and flexible attitude: Can do, Will do!	● Application ● Interview
SKILLS AND ABILITIES: ● Effective written and verbal communication skills - ability to compose letters with accuracy and fluency. ● Ability to work on own initiative, manage and prioritise your workload and be decisive. ● Ability to work as a member of a collaborative team. ● Excellent organisational and planning skills, prioritising under pressure. ● Ability to relate to all personnel within the school environment. ● Ability to approach all confidential matters with discretion, sensitivity and diplomacy. ● Ability to translate ideas and strategy into operational plans, ensuring both delivery and high quality service. ● Skills in identifying problems, developing options and making decisions.	● Application ● Interview ● test

PERSONAL STYLE AND BEHAVIOUR: ● Passion for and positive commitment to providing high quality services. ● Commitment to promote and work within the values of eastlea, including equal opportunities. ● Able to work both on own initiative and collaboratively. ● Able to be authoritative yet willing to take account of the views of others and be responsive to them.	● Application