Person Specification: Office Manager

Scale: PO1 (33 - 36)

Date last updated: 01.03.2017

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 of the 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.

CRITERIA	METHOD OF ASSESSMENT
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.	
PERSONAL QUALITIES:	
Application	Confidentiality
Application	Good staff management skills
Application	Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
Application	The capacity to remain calm and to cope with the unexpected.
Application	Excellent health and time keeping record
Application	Committed and enthusiastic
Application	Confident, positive and flexible attitude: Can do, Will do!
QUALIFICATIONS:	
Application/Certificate/Test	O' Level/GCSE equivalent pass in Maths and English
Application	Good level of General Education
Application	Full computer literacy:- Microsoft Office Word, Excel, Publisher, Access, PowerPoint, Email and Internet.
KNOWLEDGE/EXPERIENCE:	
Application	Knowledge of whole school procedures, organisation and structure.
Application	Staff Management
Application	Recruitment and Personnel
Application	Finance: purchase orders through to bank reconciliations and Income/cash management
SKILLS AND ABILITIES:	
Application/Test	Effective written and verbal communications skills - ability to compose letters with accuracy and fluency.
Application	Ability to work on own initiative, manage and prioritise your work load and be decisive.
Application	Ability to work as a member of a collaborative team.
Application/Test	Excellent organisational and planning skills, prioritising under pressure.
Application	Ability to relate to all personnel within the school environment.
Application	Ability to approach all confidential matters with discretion, sensitivity and diplomacy.
Application	Ability to translate ideas and strategy into operational plans, ensuring both delivery and high quality service.
Application	Skills in identifying problems, developing options and making decisions.
PERSONAL STYLE AND BEHAVIOUR:	
Application	Passion for and positive commitment to providing high quality services.
Application	Commitment to promote and work within the values of Eastlea, including equal opportunities.
Application	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.
OTHER SPECIAL REQUIREMENTS:	Application Form/ Interview/ Certificate/ Test (delete as applicable)