

**St Osmund's CE Middle School Office Manager**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A minimum of 5 GCSE's or equivalent including Maths & English	NVQ Level 3 in Administration  Emergency first aid at work
<b>Knowledge, Understanding &amp; Experience</b>	Knowledge of Safeguarding procedures  Excellent organisation skills  Ability to maintain confidentiality  Competant with Microsoft office packages, particularly word and excel and publisher	Experience of working in a busy office  Knowledge and experience of data handling  Experience of using Arbor  Experience of social media profiles
<b>Skills</b>	Motivated and organised  Able to use own initiative  Good listening, oral and literacy skills  Excellent front of house skills  Ability to prioritise and plan  Ability to work under pressure	Willingness and ability to contribute to the wider life of the school.
<b>Other Requirements</b>	Ability to form and maintain appropriate relationships and personal boundries with children in accordance with safeguarding policy and practice  Emotional resilience in working with challenging behaviours	Requirement to participate in training and development