

**Emmanuel Community School
Office Manager
Person Specification**

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and support the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by line managers	✓		Interview
Ability to demonstrate respect for students and be able to listen to their views	✓		Interview
Ability to maintain accurate financial records	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of financial practice and procedures	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and experience			
Basic ICT certification to support word processing and spreadsheet skills		✓	Application & interview
NVQ Level II or equivalent qualification in Office Skills		✓	Application
GCSE at level A – C in English and mathematics (or equivalent)		✓	Application & interview
One year's experience, on a paid basis, in a school office		✓	Application & interview
Willingness and motivation to develop own skills.	✓		Application & interview
Ethos			
Support for the aims and ethos of the school as a Christian school	✓		Application and interview

Emmanuel Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

