



Federation Headteacher: Mr M Elcock  
 Federation Deputy Headteacher: Mrs E Bourner



# Senior Office Manager

## PERSON SPECIFICATION

**JOB TITLE:** Office Administrator

**LOCATION:** Corpusty & Foulsham

E=Essential D=Desirable

Criteria	Criteria Qualities	Essential (E)	Desirable (D)
<b>Qualifications and Training</b>			
	NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)		X
	4 GCSEs at grade 4 or above, including English and Maths	X	
	Willingness to undertake further training	X	
<b>Experience</b>			
	Good knowledge of financial regulations		X
	Excellent attention to detail	X	
	Excellent literacy and numeracy skills	X	
	Competent use of IT packages, including word processing, spreadsheets, electronic accounting systems, and school systems	X	
	Ability to use relevant office equipment effectively	X	
	Ability to plan, organise, and prioritise	X	
	Understanding of data protection and		X



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	confidentiality		
	Understanding of safeguarding	X	
	Excellent communicator	X	
<b>Personal Qualities</b>			
	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X	
	Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school	X	
	Ability to work under pressure and prioritise effectively	X	
	Commitment to maintaining confidentiality at all times	X	
	Commitment to safeguarding and equality	X	
	Embraces change well	X	
	Deals with difficult situations effectively	X	
<b>Other Requirements</b>			
	An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.	X	