### St. Mary’s CE Primary School, Sale

**PERSON SPECIFICATION: Office Manager**

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| **School** | **St. Mary’s CE Primary School, Sale** |

**Essential**

Excellent numeracy/literacy/computing skills

Experience of development, management and operation of administrative systems

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Excellent communication and interpersonal skills

Use own initiative to find creative solutions to issues and challenges

Ability to respond flexibly and sensitively

To be able to initiate opportunities to ensure tasks are completed within specified timeframes when under pressure

Previous experience of working within an office environment

Ability to self-evaluate own learning needs and actively seek learning opportunities

Willingness to participate in relevant training and development opportunities

**Desirable**

Awareness of relevant policies/codes of practice and relevant legislation

Competency in financial administration procedures

Previous experience of SIMS/FMS packages

Ability to manage other staff