



## ST URSULA'S CONVENT SCHOOL OFFICE MANAGER - PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Evidence of working in a similar environment</li> <li>• Evidence of managing other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMs</li> </ul>	Application, references and interview
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Diplomacy</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong and methodic administrative skills</li> <li>• Strong ICT competence – Word and Excel</li> <li>• Good level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Positive pupil behaviour management skills</li> <li>• Analytical and problem solving skills</li> <li>• Competent in Microsoft Publisher and PowerPoint</li> </ul>	Application and interview
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Strong motivation and sense of initiative</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Attention to detail</li> <li>• Open and transparent work ethic</li> <li>• Flexibility</li> <li>• Strong 'team player'</li> <li>• Ambitious and self-confident</li> <li>• A sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of 'going the extra mile'</li> <li>• Strong presence</li> <li>• Student focused commitment</li> <li>•</li> </ul>	References and interview