



**OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL
PERSON SPECIFICATION**



Job Title: Senior Office Manager and Personal Assistant to the Principal

Method of Assessment:

AF – Application Form P = Presentation I = Interview T = Test or Exercise

CRITERIA		M.O.A.
EXPERIENCE (Relevant work and other experience)	ESSENTIAL: Substantial experience of working in an office or small organisation setting. Proven working knowledge of a management information system. Experience of undertaking a range of administrative and technical duties, including data input and retrieval. Experience of budget preparation and management HIGHLY DESIRABLE Experience of a primary school educational setting. Working knowledge of SIMs or CMIS. Experience in financial workings of a school Experience of reception work. Experience of strategic financial planning	AF/I AF/I AF/I AF/I/T AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	ESSENTIAL: Excellent knowledge of Word and Excel & electronic communication. Good written and oral communication skills. Proven organisational skills. Understanding of the need for confidentiality. Ability to interpret varying situations and solve problems on a day to day basis. Ability to work with autonomy within set boundaries. Ability to cope with conflicting demands, deadlines and interruptions. Patience and the ability to deal with a wide range of demands from a variety of people. Polite, pleasant and efficient telephone manner. Flexible attitude towards day to day tasks. Ability to work under pressure and work effectively as part of a team. Ability to work upon own initiative. Good all round financial knowledge. Knowledge of payroll administration.	AF /I /T AF/I AF/I
TRAINING	ESSENTIAL: Interest in own personal development and willingness to undertake further relevant training. HIGHLY DESIRABLE: Training in SIMs or CMIS Computer Courses for PC applications.	AF/I AF/I
EDUCATION/ QUALIFICATIONS Full regard will be paid to overseas qualifications	ESSENTIAL: Suitable standard of education particularly in numeracy and literacy. HIGHLY DESIRABLE: Evidence of additional office qualifications. A suitable financial or company secretarial qualification	AF/I/T
OTHER	ESSENTIAL: Must be willing to support the Catholic ethos of the school. A commitment to safeguarding and safe working practice. Must be willing to work in a developing and pressured environment in order to meet the needs of the school. Ability to adapt to changes in the work place.	AF/I
CONTRA INDICATION	Criminal convictions involving offences against children. Financial conviction.	AF