

**Office Manager - Person Specification**

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| **JOB REQUIREMENT** | **Evidence** | **Scoring Method** |
| **Qualifications and Experience** | A good standard of education including literacy and numeracy at level 2 or equivalent standard | A/V | Pass/Fail |
| A level 3 qualification in a relevant subject area (or equivalent standard) | A/V | Pass/Fail |
| Extensive experience working in an administrative role  | A/I | Numerical Scale |
| Previous experience working in an education setting is desirable | A | Pass/Fail |
| Previous experience of minuting meetings | A/I | Numerical Scale |
| Experience of effective diary management | A/I | Numerical Scale |
| First Aid Qualification or willingness to undertake | A | Pass/Fail |
| **Knowledge and Skills** | Has well-developed ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc | A/I  | Numerical scale |
| Knowledge of School Management Information Software i.e. Arbor is desirable | A/I | Numerical Scale |
| Demonstrates effective communication skills (both orally and in writing), relevant to the audience and purpose. | A/I | Numerical scale |
| Good attention to detail with a high level of proof reading skills | I | Numerical scale |
| **Values and Behaviours** | Makes a commitment to their own professional development | I | Numerical Scale |
| Demonstrates an ability to build and maintain positive relationships with others, with a positive outlook and a sense of humour | I | Numerical scale |
| Makes a commitment to ensuring their values and behaviours align with TEAL’s Ethical Behaviour Charter (see Job Description) | I | Numerical scale |

\* A = application, I = interview (including tasks), V = pre-employment vetting checks

*TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.*