



**The Beaulieu Park School**  
Post: Office Manager with PA duties

**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	5 GCSEs or equivalent, including English and Maths	E	✓	
2.	Evidence of continuous professional development and training	E	✓	
3.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in an education environment	D	✓	✓
5.	Previous experience within administration	E	✓	✓
6.	Experience of line management responsibilities	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	Excellent communication and listening skills	E	✓	✓
8.	Ability to respect and maintain confidentiality	E	✓	✓



9.	High level experience of using Microsoft Office packages including word processing, e-mail and excel	E	✓	✓
10.	Experience of using SIMS or similar MIS	D	✓	✓
11.	Experience of HR processes and procedures	D	✓	✓
12.	Working knowledge of GDPR, including statutory requirements	E	✓	✓
13.	Ability to prioritise and manage own workload and coordinate the work of others to appropriate deadlines	E	✓	✓
14.	Efficient and effective organisational skills	E	✓	✓
15.	Ability to relate to students in a pleasant manner and recognise potential child safeguarding issues	E	✓	✓
16.	Understanding of school child safeguarding procedures	E	✓	✓
<b>PERSONAL QUALITIES</b>				
17.	A strong commitment to the school values and ethos	E	✓	✓
18.	A willingness to learn and take on new challenges	E	✓	✓



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19.	Commitment to support the School's agenda for safeguarding and equality and diversity	E	✓	✓
20.	A flexible approach and a strong work ethic	E	✓	✓