



Acorn Academy

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Headteacher: Mrs C. J. Jaques B.Ed (Hons.), NPQH

Person Specification

Title of post: Office Manager
 Responsible to: Headteacher
 Purpose of job: To manage and work in partnership with other members of the admin team to provide an efficient and effective administrative service for the school.

Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment. Five GCSEs at grade C or above (or equivalent), including English, Maths and Science. First Aid Qualification (training can be given).
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures. Knowledge of Health and Safety policy and procedures.
	Literacy	Excellent reading and writing skills.
	Numeracy	Ability to count and undertake complex calculations.
	Technology	Ability to use Microsoft Office, social media platforms and other IT applications. Experience of using Arbor, ParentPay and other school packages is desirable. Ability to use photocopier.
Communication	Written	Ability to complete detailed reports, forms and letters.
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults. The ability to remain calm and solution focussed in difficult situations.
	Languages	Overcome communication barriers with children and adults.
	Negotiating	Ability to consult with colleagues in an effective way.
Working with children	Behaviour Management	Understand and implement the school's behaviour and discipline policy.
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role.
	Curriculum	Good understanding of the learning experience provided by the school.
	Child Development	Good understanding of the way in which children develop.
	Health & Well being	Understand the importance of physical and emotional wellbeing. Ability to support children who may be unwell.
Working with others	Working with partners	Understand the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with other adults in the school. Ability to work on own initiative.
	Information	Ability to provide timely and accurate information.
Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail.
	Time Management	Ability to manage own time effectively.
	Creativity	Ability to follow instructions.
General	Equalities	Demonstrate a commitment to equality.
	Health & Safety	Working knowledge and good understanding of Health and Safety.
	Child Protection	Understand and implement child protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.
	CPD	Be prepared to develop and learn in the role.