**Person Specification**

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|  | **Office Supervisor Reference AAAE5228** |

## IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the nondisclosure of spent convictions do not apply to this job, YOU **MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.** *We are totally committed to safeguarding the welfare of young people and expect all staff to share this commitment. If successful you will be expected to undertake a Disclosure and Barring Service (DBS) check.*

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| CRITERIA | DESIRABLE | ESSENTIAL | METHOD OF ASSESSMENT |
| **Qualifications** | Degree | 5 GCSEs A-C, or equivalent | Application |
| **Experience and Job Related Knowledge** | * Working in an educational setting * Working in a similar role * Working at a senior level in a school office to include development, management and operation of administrative / ICT systems | * Knowledge and experience of working in an educational environment.   • Working with young people  • Line-management responsibility; leading a high performing team  • Creating, editing and proofreading professional high-quality documents  • Planning and coordinating events  • Meeting deadlines successfully • Proactive approach to tasks  • Flexible approach to working | Application and interview |
|  |  | * High expectations which motivate and challenge students   • Build and maintain effective working relationships with students, colleagues, families and the wider community  • Highly competent in the use of ICT, especially Microsoft Outlook, Excel and Word  • Excellent communication skills, both written and oral  • Strong administrative and organisational skills  • Deliver on time to agreed quality standards  • Maintain accurate and up to date records  • Maintain confidentiality at all times  • Commitment to safeguarding  First aid trained or willing to undertake training | Application and interview |
| **Personal Qualities and Aptitudes** |  | • Motivated, enthusiastic, flexible  • Excellent interpersonal skills • Good sense of humour  • Desire to develop yourself • Ability to give, receive and act on feedback  • Strong attention to detail  • Ability to work under pressure | Application and interview |

**Note:** Bishop Heber High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.