

**School Office Manager, Band F, SCP 12-17 (Foxfield School, Wirral)**  
**Employee Specification Form – M23**

PERSONAL ATTRIBUTES				
	ESSENTIAL		DESIRABLE	
	ATTRIBUTE	STAGE IDENTIFIED	ATTRIBUTE	STAGE IDENTIFIED
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>● GCSEs (or equivalent) in English and Maths (Grade C/4 or above).</li> <li>● Relevant administrative qualification or equivalent experience.</li> <li>● A commitment to your own continuing professional development.</li> <li>● Willingness to undertake appropriate first aid training.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>● Business administration qualification.</li> <li>● A willingness to undertake additional training.</li> <li>● First Aid qualification</li> </ul>	Application Interview
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Experience of working in an administrative or office environment.</li> <li>● Experience managing administrative systems and processes.</li> <li>● Experience supervising staff or coordinating work within a team.</li> <li>● Working to set deadlines.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>● Experience of working in an administrative or office management role.</li> <li>● Experience working in a school or education environment.</li> <li>● Experience with financial administration.</li> </ul>	Application Interview

	<ul style="list-style-type: none"> <li>● Experience of dealing with and resolving unexpected problems.</li> </ul>		<ul style="list-style-type: none"> <li>● Experience of ARBOR, Parent Pay, SCR tracker, CPOMS etc.</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>● Strong organisational and time management skills.</li> <li>● High level of IT skills (Google Drive, Microsoft, email systems, databases).</li> <li>● Ability to manage multiple priorities and work under pressure.</li> <li>● Effective interpersonal and communication skills both verbally and in writing.</li> <li>● Attention to detail and accuracy.</li> <li>● A good understanding of confidentiality in all workplace matters and communications.</li> <li>● An ability to work as part of a busy team.</li> <li>● Ability to work independently and use initiative.</li> </ul>	Interview	<ul style="list-style-type: none"> <li>● Knowledge of school administrative systems and processes.</li> <li>● Understanding of safeguarding in schools.</li> <li>● Knowledge of data protection and GDPR.</li> </ul>	Application Interview
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● Professional and approachable manner.</li> <li>● Commitment to safeguarding and promoting the welfare of children.</li> </ul>		<ul style="list-style-type: none"> <li>● Driving licence</li> </ul>	Application Interview