



ABBEY ACADEMIES TRUST **PERSON SPECIFICATION** **OFFICE MANAGER/SENIOR ADMINISTRATOR**

Attributes	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) including Maths and English 	<ul style="list-style-type: none"> First aid certificate
Knowledge and experience	<ul style="list-style-type: none"> A minimum of 4 - 5 years' experience of working in an administration environment Excellent IT skills with experience of Microsoft Office including Word, Excel and email Excellent written and verbal communication skills Good organisational and people skills 	<ul style="list-style-type: none"> Experience in a senior administrative/customer facing role Experience of working with Integris Experience of working in a school environment
Personal Qualities	<ul style="list-style-type: none"> Ability to work effectively as a member of a team Ability to maintain confidentiality Ability to establish and maintain good professional relationships with pupils, parents/carers and colleagues Ability to work on own initiative Provide a welcoming environment Courteous, calm and efficient telephone manner Punctual and smart Willingness to be flexible in relation to demand/hours and role Able to work in a way that promotes the safety and wellbeing of children Under the Fluency Duty 2016, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
Other requirements	<ul style="list-style-type: none"> Enhanced DBS 	