



# Magna Academy Poole

an Aspirations Academy

## Person Specification: Office Manager

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications &amp; Education</b>		
A good standard of education, e.g 5 GCSEs at A*-C including English and Maths, or equivalent	A	
<b>Professional Experience</b>		
Experience of people management and effective team management	A	
Experience of prioritising workloads, time management and dealing with conflicting priorities	A	
Experience of successful organisation and administration	A,R	
Experience of working in a school, academy or other educational based background		A,R
<b>Skills and Abilities</b>		
Excellent customer service and communication skills	A,R	
Ability to communicate effectively with different audiences, orally and in writing		A,R
Fully conversant with a range of IT platforms and applications	A,R	
Flexible, proactive, positive approach to work	A,R	
Ability to deal sensitively and appropriately with confidential, personal information	A,R	
Ability to interpret and act on a wide range of key data		A,R
Outstanding organisational skills	A,R	

Work well under pressure **R**

### **Disposition/Attitude**

A passion for education and making a difference **A,R**

Ability to work effectively as a member of a team **A,R**

Excellent attendance and punctuality record **A,R**

Energy, enthusiasm, commitment, integrity, good sense of humour **R**

Prepared to listen to others and share ideas **R**

Developing successful relationships with students, staff, parents and stakeholders **A,R**

A knowledge of safeguarding, schools and education **A,R**

A passion for education and making a difference **A,R**

Commitment to Equal Opportunities; the ability to support and develop the Academy's Equal Opportunities policies **R**

### **An Aspirations Academy**

Display a commitment and support for the aims of the Aspirations Academies Trust in all its Academies **R**

Exhibit a belief in the vision and values of the Academy and the wider Aspirations Academies Trust **R**