

Person Specification: Deputy Office
Manager/Data Entry (Secondary)
Scale 4

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Good general standard of education • be numerate and literate • have excellent communication skills, both verbal and written 	<ul style="list-style-type: none"> • English and Maths to GCSE or beyond • Specific secretarial or qualifications in administration
Experience	<ul style="list-style-type: none"> • Have worked in an administration environment for at least 3 years • Have experience of working successfully independently and as a member of a team 	<ul style="list-style-type: none"> • School administration experience • Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection
Professional Values	<ul style="list-style-type: none"> • be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body • be able to establish and maintain good professional relationships with pupils, parents and colleagues • adopt a flexible approach to working 	
Knowledge and understanding	<ul style="list-style-type: none"> • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	
Skills	<ul style="list-style-type: none"> • excellent and accurate data entry skills • communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; • ability to lead a small team and promote a positive working environment; • Able to identify the needs of the school office, and respond as required • be able to prioritise workloads; have excellent time management and organisational skills; • be able to work under pressure and meet deadlines 	

	<ul style="list-style-type: none"> • produce accurate work, ensuring attention to detail, under time pressure • be able to use initiative and to problem solve • ability to deal sensitively and in confidence with a wide a range of issues • be confident in a wide range of computer software (eg word, excel, email and databases) 	<ul style="list-style-type: none"> • knowledge of working with databases, school management databases in particular
Personal characteristics	<ul style="list-style-type: none"> • punctual and reliable • approachable • organised and resourceful • committed • smart professional appearance • discreet and confidential whilst remaining professional, tactful and sensitive to situations 	
Special requirements	<ul style="list-style-type: none"> • First Aid qualification or willingness to train • be willing to undergo an Enhanced DBS check • be willing to undergo a pre-employment health check 	