



Nailsworth C.E. (C) Primary School,

Nympsfield Road,

Nailsworth, Glos.

GL6 0ET.

01453 832382

Nailsworth C of E Primary School – School-Based Office Manager

Person Specification

	Essential	Desirable
Qualifications	• GCSE Grade C/4 or above (or equivalent) in English and Mathematics. • Commitment to ongoing professional development and training	• Relevant qualification in business administration, finance, management or a related field. • Additional qualifications relevant to school business management or leadership.
Experience	• Experience of working in an administrative or office management role. • Experience of financial administration, including processing orders, invoices and payments. • Experience of managing office systems, records and administrative processes. • Experience of supervising, managing or coordinating staff. • Experience of handling confidential and sensitive information.	• Experience of working within a school, academy or educational setting. • Experience of using school Management Information Systems (MIS). • Experience of HR administration, recruitment and staff absence management. • Experience of supporting premises, facilities or operational management.
Knowledge and Understanding	• Understanding of effective office management and administrative procedures. • Knowledge of financial administration and budget monitoring processes. • Understanding of data protection, confidentiality and GDPR requirements. • Understanding of safeguarding policies, procedures and statutory guidance relating to children and young people. • Understanding of safer recruitment requirements, DBS processes and maintaining compliance records, including the Single Central Record. • Understanding that safeguarding is everyone's responsibility and a commitment to promoting the welfare of children and young people. • Understanding of the vision, values and distinctiveness of a Church of England school. • Understanding of how Christian values such as respect, compassion, service, hope and dignity can be lived out within a school community.	• Knowledge of school finance systems and education sector procedures. • Understanding of health and safety requirements within a school environment. • Awareness of the role of Church of England schools in promoting spiritual, moral, social and cultural development.

Executive Headteacher – Mrs Sarah Broadbent BEd NASENCo NPQEL

Email: npsadmin@heartwoodfederation.co.uk Website: www.nailsworthschool.org.uk

Skills and attributes	• Excellent organisational and time-management skills. • Ability to prioritise workload and meet deadlines in a busy environment. • Strong administrative and record-keeping skills with a high level of accuracy and attention to detail. • Excellent written and verbal communication skills. • Strong ICT skills, including Microsoft Office applications and database systems. • Ability to analyse information and produce accurate reports. • Ability to build positive relationships with pupils, parents, staff, governors and external agencies. • Ability to lead, support and motivate staff effectively. • Ability to work independently, use initiative and recognise when matters need escalating. • Ability to maintain confidentiality and professional discretion at all times. • Commitment to supporting and promoting the Christian vision and values of the school. • Demonstrates integrity, professionalism, resilience and adaptability. • Commitment to equality, inclusion and enabling all members of the school community to flourish.	• Ability to contribute to wider school improvement initiatives. • Confidence in supporting communications, website content and parental engagement activities.
Safeguarding Statement	The successful candidate will be committed to safeguarding and promoting the welfare of children and young people. They will demonstrate a clear understanding of safeguarding policies and procedures, safer recruitment practices, and their responsibility to report concerns promptly and appropriately. The postholder will contribute to a culture where safeguarding is everyone's responsibility.	
Church of England Ethos Statement	The successful candidate will support and actively contribute to the Christian vision and values of the school. They will demonstrate an understanding of the distinctive nature of a Church of England school and a commitment to fostering an inclusive, nurturing environment where all members of the school community are treated with dignity, respect and compassion and are enabled to flourish.	