



**Brackenhill Primary School**  
 Dracup Road, Bradford, BD7 4HA

**Post Title:** Office Manager

Bradford is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<i>Minimum of 2 years experience of the following:</i> <ul style="list-style-type: none"> <li>Relevant experience of working in an office environment at a senior level.</li> <li>Experience of development, management and operation of administrative systems and ICT packages.</li> <li>Experience of working as part of a team.</li> <li>Experience of supervising or managing staff.</li> <li>Experience of budget management.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the use of complex databases (e.g. S.I.M.S packages within the school) and a range of other ICT applications.</li> </ul>	Application form & Selection process
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification or experience in relevant discipline.</li> <li>GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Bookkeeping or accounting qualifications or experience.</li> <li>Clait certificate (Computer Literacy and Information Technology) or equivalent.</li> </ul>	Application form & Selection process. Certificates.
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Commitment to own personal and professional development, being prepared to undertake training relevant to the post.</li> <li>Evidence of further training in a range of computer</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory skills training</li> </ul>	Application form & Selection

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>applications and other relevant business/administration courses.</p>		<p>process</p>
<p><b>SPECIAL KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant polices/codes of practice/legislation.</li> <li>• An understanding of the needs of a multicultural society.</li> <li>• Use of office machinery and able to undertake basic maintenance routines.</li> <li>• Office methodologies (eg. filing systems, correspondence files etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school procedures</li> <li>• Knowledge of Health and Safety/First Aid regulations</li> </ul>	<p>Application form &amp; Selection process</p>
<p><b>EQUALITY</b></p>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices.</li> </ul>		<p>Selection process</p>
<p><b>DISPOSITION - ADJUSTMENT/ ATTITUDE</b></p>	<ul style="list-style-type: none"> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to prioritise conflicting demands and pressures.</li> <li>• Ability to plan and development systems.</li> <li>• Ability to relate well to pupils and adults.</li> <li>• Ability to remain calm under pressure.</li> <li>• Demonstrate good co-operative, interpersonal and listening skills.</li> <li>• Good sense of humour.</li> <li>• Flexibility and willingness to accept change.</li> <li>• Willingness to share expertise, knowledge and experience.</li> <li>• Ability to work proactively and independently using own initiative.</li> <li>• Ability to organise, lead and motivate self and others.</li> <li>• Work constructively as part of a team understanding roles and responsibilities and your position within these.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>		<p>Selection process</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> <li>• Approachable, courteous and able to present a positive image of the school to callers and visitors.</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents and carers.</li> </ul>		
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills.</li> <li>• Effective use of specialist ICT packages.</li> <li>• Use of relevant specialist equipment/resources.</li> <li>• Must demonstrate good interpersonal skills</li> <li>• Proactive with highly developed organisation skills.</li> <li>• Able to develop and implement new administrative systems to meet changing needs.</li> <li>• Good organisational skills.</li> </ul>		Application form & Selection process
<b>CIRCUMSTANCES - PERSONAL</b>	<ul style="list-style-type: none"> <li>• Will not require holiday leave during term time.</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li> <li>• If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use)</li> </ul>		Selection process.  Sight of appropriate documentation as specified in interview letter
<b>PHYSICAL/SENSORY</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.</li> </ul>		Selection process.