



PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: OFFICE & MARKETING MANAGER **GRADE:** 6

Qualifications	<ul style="list-style-type: none"> • Relevant degree or professional qualification or significant experience in a similar role.
Experience (Desirable but training can be provided)	<ul style="list-style-type: none"> • Management of office and admin function. • 3 years previous experience in an office environment. • Experience of operating Management Information Systems • Excellent ICT skills, preferably with advanced skills in Microsoft Word and Excel • Experience of development, management, and operation of computerised administration systems
Job Related Knowledge	<ul style="list-style-type: none"> • Knowledge of a variety of ICT applications including MIS systems and Excel • Understanding of the structure, policies, processes, and procedures of education sector • Clear understanding of the importance of reputation to an organisation • Experience of using digital communication channels in a professional environment • Sound working knowledge of Office Administration Procedures • Strong organisational and supervisory skills • A practical understanding about managing a team, motivation, and leadership • Telephone skills • Customer care
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent verbal and written communication skills and able to present to a variety of audiences • Strong creative skills • Good problem-solving skills and a logical approach to work • The ability to explain technical matters clearly • Excellent organisational and time management skills



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

	<ul style="list-style-type: none"> • Ability to plan and implement systems to maximise use • Outstanding accuracy and attention to detail • Ability to work on own initiative • Ability to lead and motivate a team • Ability to produce written reports suitable for a variety of audiences • Able to identify opportunities, in respect of the school and curriculum
Other Requirements	<ul style="list-style-type: none"> • Commitment to the safeguarding and promoting the welfare of children • Good understanding of website applications • Willingness to be fully involved in the life of the school • Willingness to undertake professional development • Flexible approach • Enhanced DBS plus Children/Adults Barred List
Competencies	<ul style="list-style-type: none"> • High standard of accuracy and good attention to detail • Ability to work to tight deadlines • Perform under pressure and operate in a fast-paced environment • Flexible approach to work • Good written communication skills and knowledge of design • Ability to operate within agreed budget/time allocations and restraints • Problem solving skills including the ability to innovate and develop solutions • Ability to work under pressure and own initiative within boundaries set by School Business Manager