



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

Rectory Gardens  
Worthing  
West Sussex  
BN14 7TQ

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Headteacher: Mr A Morrissey

[www.broadwaterce.org](http://www.broadwaterce.org)

## **Broadwater Church of England Primary School**

### **Job Title: Office Manager and Secretary to the Leadership Team**

#### **PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>QUALITIES</b>
Qualifications and experience	<b>Essential:</b> Relevant NVQ level 3 (or equivalent) GCSE's at grades 9 to 4 (A*-C) including English and Maths IT skills- confident in using Word, Excel and Outlook Experience as a line manager Secretarial experience (Personal Assistant) Training available: First Aid.
	<b>Desirable:</b> Contributing and leading staff development and training Web site input and monitoring Experience of working with children
Skills and knowledge	Effective communication and interpersonal skills at all level Communicate the Christian Vision and inspire others Ability to build effective working relationships with staff and other stakeholders An effective leader modelling best practice Excellent attention to detail Manage and direct the work of other team members Manage the school's compliance with Health and Safety regulations and put in place processes and procedures to ensure the safety of all in the school A commitment to undertake training and continuous professional development Good organisational skills Proactive and highly motivated Empathy when dealing with children and care for their well being The ability to remain calm when under pressure and manage time effectively.
Personal	Displays an awareness, understanding and commitment to the protection and safeguarding of children Enjoyment of working with children Self-motivated and enthusiastic Patient, tolerant and friendly approach Honest, trustworthy and reliable Commitment to maintaining confidentiality at all times Promote the Christian Vision and Values of the school Contribute to the school's commitment to equality of access to opportunities to learn and to develop all pupils.