

GLF Schools – Person Specification

Position: School Support Manager	Essential	Desirable
Qualifications		
Good standard of education; excellent numeracy and literacy	✓	
Experience and Skills		
Experience of working in a school office environment (infant, junior, primary or secondary school settings)	✓	
Experience of developing school office procedures		✓
Experience of working and supporting colleagues at all levels and providing advice	✓	
Proficiency in Microsoft applications and experience of working across a range of school systems, including MIS, payment systems, etc.	✓	
Strong IT skills	✓	
Excellent prioritisation and time management skills	✓	
Ability to communicate at all levels with external and internal contacts both orally and in writing, and excellent interpersonal skills	✓	
Ability to cope calmly with conflicting demands, deadlines, and interruptions	✓	
Ability to analyse problems and formulate different approaches leading to resolution		✓
Business and data analysis skills		✓
Good understanding and commitment to equal opportunities	✓	
Personal attributes		
Ability to be an effective team player	✓	
Interest in own personal development and a willingness to undertake further training	✓	
An ability to proactively support others, use initiative and prioritise work	✓	
Confidence, enthusiasm and a positive outlook	✓	
High expectations and a commitment to raising standards of attainment of self and others	✓	
Accuracy and attention to detail	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	✓	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		