



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

OFFICE & COVER MANAGER

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • NVQ 3 in Business Administration or equivalent.
Experience	<ul style="list-style-type: none"> • Management of office and reception area. • 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 • Experience of working at a senior level and managing a team
Job Related Knowledge	<ul style="list-style-type: none"> • Knowledge of a variety of ICT applications including MIS systems and Excel • Sound working knowledge of Office Administration Procedures • Good 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 • Excellent organisational and time management skills • 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
Other Requirements	<p>Commitment to the safeguarding and promoting the welfare of children 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</p>

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