



## Office Manager – Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Vast experience of general clerical / administrative work</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Strong numeracy skills</li> <li>• Strong organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent including Maths and English (grade A-C)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in working in an office environment</li> <li>• Experience of using a school information management system such as iSams / Schoolbase</li> <li>• Experience of managing administration relating to HR absence and maintaining personnel record</li> <li>• Experience in invoicing and purchasing</li> <li>• Experience of online purchase ordering</li> </ul>	<ul style="list-style-type: none"> <li>• Office experience of five years or more</li> <li>• Worked in a school environment</li> <li>• Ability to analyse and evaluate data</li> <li>• Knowledge of accounting programme</li> <li>• Experience of school administration systems</li> <li>• HR Expertise</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and Safety, Inclusion</li> <li>• Be confident in the use of Excel, Word, email and database programmes</li> <li>• Understand GDPR legislation</li> <li>• First Aid training or be willing to undertake it</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of people which includes pupils, staff, parents, visitors</li> <li>• Promote a positive working environment</li> <li>• Be able to prioritise workloads; have excellent time management and organisational skills</li> <li>• Accurate and efficient record keeping and filing</li> <li>• Be able to work under pressure and meet deadlines</li> <li>• Produce accurate work</li> <li>• Understand the need for confidentiality</li> <li>• Be able to use own initiative and work well as part of a team.</li> </ul>	

Personal Characteristics	<ul style="list-style-type: none"><li>• Warm approachable manner</li><li>• Excellent time keeper</li><li>• Professional, discreet and tactful</li><li>• Patient and courteous</li><li>• Organised and resourceful</li><li>• Committed</li><li>• Smart professional appearance</li><li>• Positive</li><li>• Willingness to learn</li></ul>	
Special requirements	<ul style="list-style-type: none"><li>• Committed to safeguarding and promoting the welfare of children</li><li>• Be willing to undergo an Enhanced DBS check</li><li>• Be willing to undergo a pre-employment health check</li></ul>	