



Office Manager Person Specification

	Essential	Desirable
Qualifications	• 5 GCSEs including English and Maths • High level of literacy and numeracy • Ownership and commitment to continuous learning and development	• First aid qualification • Higher or further education / Admin management or Office management experience
Experience	• Minimum 2 years proven school office experience • Line management of admin staff	• Experience of education systems e.g. SIMS, FMS
Knowledge and Skills	• Proven ability to deal with a range of sensitive issues • Ability to work as a member of the team and actively promote teamwork • Ability to act professionally and facilitate the resolution of any problems • Ability to respond positively to and actively support the Headteacher and Senior Leadership Team • Experience of managing workload and prioritising tasks	
Personal Qualities	• Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Flexible to enable a responsive service at all times • Hard working and enthusiastic presenting a professional manner at all times • Possess a sense of humour	