OFFICE MANAGER – PERSON SPECIFICATION

**Essential Qualifications/Training**

* C grade or above GCSE English and Maths
* Good working financial and numeracy skills

**Knowledge & Experience**

* Experience of working in a school office
* Knowledge of HR/personnel requirements of a school, recruitment and staff induction
* Knowledge of payroll systems
* Knowledge of Microsoft word processing and spread sheet programmes (Word & Excel)
* Knowledge of school MISs (we use ScholarPack)
* Experience of undertaking a range of clerical and administrative tasks, including data input and retrieval
* Experience of financial management, e.g. petty cash reconciliation, budget monitoring
* Experience of premises management, including maintaining statutory testing schedules and risk assessments
* Experience of contract management for school staff and contractors
* Experience of managing a website
* Knowledge of First Aid
* Experience of managing others, e.g. Receptionist, Caretaker

**Personal Attributes**

* Excellent interpersonal and written and verbal communication skills, and the ability to adjust these appropriately to communicate with a wide range of audiences, including adults and children
* Ability to work well in a small team
* Ability work well under pressure
* Pro-active, independent, professional approach
* Willingness to participate in training develop your professional skills
* Flexible, adaptable and versatile
* Ability to work enthusiastically in a pupil centred, busy, office environment

**Skills & Abilities**

* Be able to work in an organised and efficient manner, and maintain record systems effectively
* Have a methodical approach to prioritising own workload so that deadlines are met whilst ensuring lower priority work is kept up-to-date
* Be able to act on own initiative
* Show sensitivity and objectivity when dealing with confidential issues
* Be able to take responsibility for whole school safeguarding and keeper of the Single Central Record

*The following additional skills, experience and qualifications are desirable:*

* Experience managing a website
* Basic bookkeeping experience
* C grade or above GCSE English and maths
* Appropriate knowledge of first aid
* Experience of managing others, e.g. Receptionist, Caretaker