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| **Person Specification: Office Manager** |

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| **Education and Qualifications** | **Criteria** | **Assessment** |
| 1. Educated to GCSE or equivalent level in English and maths | **E** | **A** |
| 1. Recognised HR qualification | **D** | **A** |
| 1. Recognised financial qualification (AAT) | **D** | **A** |
| 1. Recognised administrative qualifications or equivalent | **D** | **A** |
| 1. Safer recruitment training or willingness to undertake this | **E** | **A/I** |
| 1. Enthusiasm and willingness to undergo further training as the role requires | **E** | **A/I** |

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| **Experience** | **Criteria** | **Assessment** |
| 1. Experience of working in an office environment | **E** | **A/I** |
| 1. Experience of working a HR or Financial discipline | **E** | **A/I** |
| 1. Experience of keeping HR records and processes | **E** | **A/I** |
| 1. Experience of managing financial records and processes | **E** | **A/I** |
| 1. Experience of invoicing , placing orders and obtaining best value | **E** | **A/I** |
| 1. Experience of using a management information system | **E** | **A/I** |
| 1. Experience of working in a school, academy or educational establishment in a similar role | **D** | **A/I** |
| 1. Experience of or willingness to use a range of programmes to record and track HR and financial records | **D** | **A/I** |
| 1. Experience or producing reports related to school financial and HR issues | **D** | **A/I** |

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| **Knowledge and Understanding** | **Criteria** | **Assessment** |
| 1. Understanding of HR requirements and responsibilities,   including equality, diversity and Data Protection | **E** | **A/I** |
| 1. Understanding of budget setting processes | **E** | **I** |
| 1. Ability to use computer skills to support administration and finance work | **E** | **I** |
| 1. Understanding of confidentiality | **E** | **I** |
| 1. Understanding of the equalities duty and requirements to meet this | **E** | **I** |
| 1. Understanding of professionalism within the school environment | **E** | **I** |
| 1. Understanding of safeguarding, child protection, equal opportunities and health and safety within a school environment | **E** | **A/I** |
| 1. Understanding of the education system | **D** | **A/I** |

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| **Skills** | **Criteria** | **Assessment** |
| 1. Excellent written and oral communication skills | **E** | **A/I** |
| 1. Professional telephone and interpersonal manner | **E** | **A/I** |
| 1. Strong administrative and organisational skills | **E** | **A/I** |
| 1. Excellent time management skills | **E** | **A/I** |
| 1. Ability to produce accurate work and report this to SLT and wider trust | **E** | **A/I** |
| 1. Ability to manage issues and deal with a variety of enquiries | **E** | **A/I** |
| 1. Ability to organise and manage a range of systems and procedures to help the school run smoothly | **E** | **A/I** |
| 1. Empathy for children and families and their needs and concerns in school | **E** | **A/I** |
| 1. Ability to be an excellent ambassador for the school | **E** | **A/I** |
| 1. Ability to form appropriate working relationships with parents and other stakeholders | **E** | **A/I** |
| 1. Ability to work on own initiative, as well as part of the school and wider trust team | **E** | **I** |
| 1. Ability to remain calm under pressure and meet deadlines | **E** | **A/I** |

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| **Personal Qualities** | **Criteria** | **Assessment** |
| 1. Positive and enthusiastic approach towards work | **E** | **I** |
| 1. Approachable, friendly and helpful manner | **E** | **I** |
| 1. Flexible and adaptable | **E** | **I** |
| 1. Organised and resourceful | **E** | **I** |
| 1. Commitment to safeguarding and promoting the welfare of children | **E** | **I** |

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| **Criteria Key** | | **Assessment Key** | |
| **E** | Essential | **A** | Application Form |
| **D** | Desirable | **I** | Interview |