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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 |