**Person Specification: Office Manager**

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| **KNOWLEDGE/QUALIFICATIONS** | **Essential** | **Desirable** |
| Recognised management/business degree or other equivalent qualification such as CSBM, DSBM, ADSBM  |  | ✓ |
| A good level of general education to at least GCSE level or NVQ Level 2 or equivalent. | ✓ |  |
| A record of continuing professional development | ✓ |  |
| A working knowledge of accounting and financial management  |  | ✓ |
| Well-developed ICT Skills | ✓ |  |
| Understanding of the education sector | ✓ |  |
| **EXPERIENCE** |  |  |
| Leading and managing projects | ✓ |  |
| Experience of working in at least 2 of the following areas: Finance, HR, Site Services, Health & Safety, leading Support Services – (please make reference to this experience in your application) | ✓ |  |
| Change management |  | ✓ |
| Leading and managing teams | ✓ |  |
| Working with a range of internal and external parties  | ✓ |  |
| Making efficiency savings |  | ✓ |
| Managing and monitoring policies, systems and processes | ✓ |  |
| Experience of the Schools Information Management System (SIMS) |  | ✓ |
| **SKILLS/ BEHAVIOURS/QUALITIES** |  |  |
| Flexible and adaptable to changing business demands  | ✓ |  |
| Strong interpersonal, written and oral communication skills | ✓ |  |
| Self-motivated with high levels of personal drive | ✓ |  |
| Strong analytic skills with attention detail and high levels of accuracy | ✓ |  |
| The ability to work in close harmony with all staff | ✓ |  |
| The ability to enthuse and inspire others | ✓ |  |
| Strong organisational and time management skills | ✓ |  |
| Ability to work under pressure and meet deadlines | ✓ |  |