



Person Specification: Office Manager

Characteristics:	Essential:	Desirable:	Evidence:
Qualifications	<ul style="list-style-type: none"> - NVQ Level 4 or evidence of working towards a relevant discipline. - Minimum GCSE (or equivalent) Maths and English at grade A-C 	CSBM/ DSBM qualification	<ul style="list-style-type: none"> ▪ Application Form
Experience:	<ul style="list-style-type: none"> - Significant experience working in a relevant financial and/ or administrative management role preferably in an educational setting - Full working knowledge of relevant polices/ legislation - Working knowledge of Microsoft office including Excel & Word - Previous experience within an educational environment - Knowledge of school financial, personnel and administrative systems - Full working knowledge of Health and Safety - Use of management information systems, e.g. SIMS/ Bromcom 	Experience of maintaining and developing a website	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References
Professional Development	<ul style="list-style-type: none"> - Recent, relevant professional development in MIS data and finance systems - To lead the appraisal process and development of the office team 	Evidence of further professional training.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview
Safeguarding	<ul style="list-style-type: none"> - Knowledge of safeguarding children. 	Awareness of the use of CPOMS	<ul style="list-style-type: none"> ▪ Interview
Skills/Abilities	<ul style="list-style-type: none"> - Ability to manage the schools administrative and financial systems - Ability to manage, lead, organise deploy and motivate a team - Ability to formulate ideas and solutions and present them effectively to the Headteacher / Governing Body /Nexus and possess high level decision making skills - Proven ability to liaise with external agencies, businesses or contractors - Ability to persuade, motivate, negotiate and influence - To be able to work under pressure in a very busy and diverse environment - Proven organisational skills. High level of accuracy and attention to detail - Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines 	<p>Support the running of the school building including health and safety</p> <p>Advanced skills to use and manage ICT systems and resources effectively</p>	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview
Personal Qualities &	<ul style="list-style-type: none"> - Excellent personal and written communication skills - Ability to work as a member/leader of a team. - Able to respond flexibly and adapt to changing and challenging 		<ul style="list-style-type: none"> ▪ Application Form ▪ Interview

Skills	<p>circumstances</p> <ul style="list-style-type: none"> - Operate calmly and effectively - Show initiative and self-motivation - Show commitment to a clear and shared vision for an effective organisation - Recommend and show a positive attitude to change - An ability to positively promote the school to pupils, parents, colleagues and other community groups. - Highly motivated with high expectations, a positive attitude and a good sense of humour - The ability and willingness to work in partnership with other members of the school team. - A high level of personal integrity - An approachable professional who responds well to and offers constructive advice 		<ul style="list-style-type: none"> ▪ References
Other	<ul style="list-style-type: none"> - To demonstrate success in involving parents, governors and the community in the school where appropriate - Be committed to staff development. - Promotion of positive behaviour strategies - An awareness, understanding and commitment to equal opportunities 		<ul style="list-style-type: none"> ▪ Interview ▪ References