



Cramlington Village Primary School

Person specification – Office Manager

Post title	Office Manager
Pay scale	£18,000 (term time plus 2 weeks. 5 days training per year)
Responsible to	Business Manage
Start date	April 2018
School size	180 pupils rising to 210 over next 3 years from 4 to 11 years
Working hours	Full time hours across the week The Office Manager will be required to take annual leave during school holidays.
Dress Code	Smart business wear

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recognised qualification in business, finance administration. 	<ul style="list-style-type: none"> Additional specific qualification or a willingness to complete one 	Certificates
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development. 		Application form
Experience	<ul style="list-style-type: none"> Managing finance within a school environment Strong, proven numerical abilities Accurate checking and presentation of financial records, statistical reports and analyses Working within a collaborative team Managing Administration within a school 		Application form Selection event
Knowledge and skills	<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management Able to deliver value for money initiatives Able to understand national & regional educational services and deliver appropriate strategies Able to lead teams and individuals Able to use a range of IT packages 	<ul style="list-style-type: none"> Understanding of educational enterprise issues Understanding of promoting positive relationships with the wider school community 	Application form Selection event
Attitudes and values	<ul style="list-style-type: none"> Child centred and focussed exclusively on providing opportunities for the very best outcomes for children and young 	<ul style="list-style-type: none"> Working within an educational environment A willingness to engage fully in the life of the school eg 	Application form Selection event



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	<p>people</p> <ul style="list-style-type: none">• Highly developed interpersonal skills, excellent communicator• Honesty and integrity in all aspects of work and behaviour• Willingness to constructively challenge the work of self and others to continually improve own and team performance• Ability to work under pressure and meet deadlines• Excellent record of attendance• Self belief, conscientiousness and resilience• Self motivated and shows initiative at a strategic level	<p>extra curricular activities</p>	
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