

## Northern Lights Learning Trust

### School Office Manager - Person Specification

Category	Essential	Desirable	Method of Assessment
<b>Application</b>	<ul style="list-style-type: none"> <li>Well-presented application form and supporting statement</li> <li></li> </ul>		Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE C or above in Maths and English (or equivalent)</li> <li>NVQ level 4 in Business or Finance (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in CSBM/DSBM/relevant Degree or commitment to working towards.</li> <li>Further qualifications in IT</li> </ul>	Application Form Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in managing financial procedures, such as managing petty cash, managing and reporting on budgets, completing month end procedures</li> <li>Experience of establishing and maintaining financial systems</li> <li>Experience of establishing and maintaining information based systems</li> <li>Experience of being an effective member of a team and accountability for managing staff</li> <li>Evidence of using initiative to effect change</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data analysis.</li> <li>Using SIMS database</li> <li>Previous experience of planning, developing and monitoring admin support systems.</li> <li>Working within an admin setting in a School.</li> </ul>	Application Form Work related task Interview References
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of Microsoft Office</li> <li>Knowledge of accounting and banking procedures</li> <li>Ability to manage the finances of the school, analyse information and report this information to the governing body, offering solutions</li> <li>Excellent ability to communicate verbally and in writing with a wide range of stakeholders both internal and external</li> <li>Organisational skills</li> <li>Problem solving, negotiating and decision making skills.</li> <li>Ability to multi-task, manage own time and that of the team effectively and work to deadlines, prioritising where necessary</li> <li>Excellent Literacy and Numeracy skills</li> <li>Knowledge of safeguarding.</li> <li>Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of stock monitoring and maintaining inventories</li> <li>Knowledge of Health and Safety requirements in Schools</li> <li>Knowledge of website maintenance</li> <li>Knowledge of Government funding streams i.e. pupil premium, sports premium and 3 year old funding</li> <li>Knowledge of School policies and procedures</li> </ul>	Application Form Work related task Interview References

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<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to create a friendly welcoming atmosphere for all visitors to the school</li> <li>• Ability to listen sensitively and deal with people in a sympathetic and tactful way</li> <li>• Professional, positive and flexible approach to work</li> <li>• Ability to use initiative in a fast paced office environment</li> <li>• Ability to work to tight deadlines under pressure</li> <li>• To uphold confidentiality at all times</li> <li>• Enthusiastic and self-motivated</li> <li>• Ability to work alone and lead a team</li> <li>• Ability to work with a range of professionals</li> <li>• Understanding and a commitment to equal opportunities for children and adults</li> <li>• A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships</li> </ul>		Work related task Interview References
<b>Other</b>	<ul style="list-style-type: none"> <li>• Satisfactory References</li> <li>• Satisfactory enhanced DBS</li> </ul>		References DBS certificate