



WISE ACADEMIES
Person Specification

JOB TITLE	Officer Manager
GRADE	SCP 19 – 22 pro rata
HOURS	34 hrs per week – term time only plus 2 weeks (40 weeks)

Essential Requirements	Method of Assessment
Experience	
Experience of working in a school (or similar) for at least a minimum of 3 years	Application form/interview
Experience of financial management	Application form/interview
Experience of maintaining efficient and accurate records	Application form/ interview
Experience of using ICT Microsoft packages, word/excel	Application form/interview
Experience of line managing staff	Application form/interview
Knowledge	
Sound knowledge and experience of administrative systems in a school environment (or similar)	Application form/interview
Knowledge of cash handling and banking procedures.	Application form/interview
An understanding of safeguarding requirements and procedures	Application form/interview
Awareness of the need to act in compliance with data protection principles in respecting the privacy of personal information held by the academy	Application form/interview
Skills	
Good inter-personal and communication skills (written and oral)	Application form/interview
Ability to develop good working relationships with customers, staff, parents and children	Application form/interview
Ability and willingness to work successfully as part of a team within the school and the wider Trust	Application form/interview
Ability to demonstrate a positive professional approach and welcoming manner at all times	Application form/ interview
Ability to ensure that goods and services are procured in accordance with WISE Academies Financial Handbook.	Application form/interview

Good organisational and time management skills	Application form/interview
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