**Person Specification – Office Manager**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | 5 GCSE Maths and English (Grade A-C) (or equivalent).  NVQ Level 3 in a relevant subject.  Excellent literacy and numeracy skills.  Willingness to undertake further training | First Aid qualification  Up to date Safeguarding training | Application form  Selection Process  Pre-employment checks |
| **Experience** | Experience of working within a school office environment.  Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.  Knowledge and experience of key school systems, for example SIMS, FMS, ParentPay, AnyComms, HR systems.  Experience of using ICT including Word Processing, Spreadsheets, Database.  Experience of managing budgets, preparing financial reports and working with banking systems.  Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environment  Experience of liaising with other professionals in financial setting, eg School Finance Officer from the Local Authority, when necessary. | Experience of bid making, securing external funding/match funding. | Application form  Select process  Pre-employment checks |
| **Skills/Knowledge** | A calm, positive and pro-active approach.  Be dependable, reliable and welcoming.  Ability to work flexibly within the wider school team and to support other roles, as and when necessary.  Ability to manage a budget.  Ability to communicate efficiently and confidently at all times  Ability to work under pressure and to deadlines |  | Application form  Selection Process  Pre-employment checks  References |