**PERSON SPECIFICATION**

Office Manager

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|  **Criteria** | **E/D** | **A/I** |
| Qualifications |
| Excellent standard of Literacy and Numeracy | E | A/I |
| GCSE Maths and English Grade 4 (C) or above | E | A/I |
| NVQ3 in Business Administration or equivalent in relevant discipline (or working towards) | D | A/I |
| Experience |
| Experience working as in an office environment at Senior Level | E/D | A/I |
| Organising, leading and motivating other staff | E | A/I |
| Developing, managing and operating clerical/administrative/financial and organisational systms | E | A/I |
| Managing staff | E | A/I |
| Working with children or young people | E | A/I |
| Managing School Finances and Budgets | E | A/I |
| Skills |
| Understanding of safeguarding | E | A/I |
| Understanding of data protection and confidentiality | E | A/I |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | E | A/I |
| Ability to co-operate and collaborate with school staff | E | A/I |
| Good knowledge of financial regulations | E | A/I |
| Good standard of ICT skills and competent use of IT packages including Word, Excel, accounting systems and school MIS systems | E | A/I |
| Ability to use relevant office equipment effectively | E | A/I |
| Ability to follow written procedures to carry out tasks | E | A/I |
| Meticulous attention to detail | E | A/I |
| Able to communicate effectively both orally and in writing | E | A/I |
| Personal Qualities |
| High level of confidentiality | E | A/I |
| Resourceful, positive, enthusiastic with a good sense of humour | E | A/I |
| Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met | E | A/I |
| A Team Player | E | A/I |
| Ability to work unaided | E | A/I |
| Willing to undergo continual professional training | E | A/I |
| Supportive of the school ethos and its Equal Opportunities Policy | E | A/I |
| Reliable | E | A/I |
| Embraces change well | E | A/I |
| Deals with difficult situations effectively |  |  |

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| E = Essential requirement of the role | A = Assessed via the application form | P = Presentation |
| D = Desirable requirement of the role | I = Assessed at Interview | T = Task |