

## Person Specification for the post of Office Manager

The Office Manager should have:

### 1) Education and Training:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"><li>• Hold Level 3 Business Administration qualification.</li><li>• English and Maths GCSE at Level 4 or above.</li><li>• Hold a First Aid qualification, or be willing to undertake this immediately.</li><li>• Certificate in School Business Management (CSBM).</li></ul>	E E E D	Application / Interview

### 2) Relevant Experience:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"><li>• Minimum of 2 years' experience of managing a busy school office.</li><li>• Line management of staff, including appraisal, supervision and support, managing staff workload and well-being at all times.</li><li>• Practical experience of using Microsoft Office and other IT packages, including Office 365, Word, Excel, SIMS, ParentMail, or similar.</li><li>• Experience of managing change and introducing successful systems and processes.</li><li>• Highly organised and efficient, with experience of providing a high quality, customer service function to all stakeholders.</li><li>• Experience of building strong working relationships with staff, pupils, parents and carers.</li><li>• Working to strict deadlines and conflicting priorities.</li><li>• Acting in a professional manner at all times.</li><li>• Working within the guidelines of relevant legislation and have an excellent working knowledge of GDPR requirements for the role.</li><li>• Experience of managing in a Secondary School office.</li></ul>	E E E E E E E E E D	Application/Interview/References

### 3) Aptitude and Skills:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail.</li> <li>• Good communication skills, verbal and written.</li> <li>• Ability to use Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT systems.</li> <li>• Ability to produce accurate records and reports in a timely manner to meet deadlines.</li> <li>• Excellent organisational skills including the ability to prioritise tasks and use own initiative.</li> <li>• Ability to adapt and be flexible in approach to work.</li> <li>• Management and Leadership skills.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application/Interview/References

### 4) Personal Qualities to include:

	Essential / Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>• Demonstrates an ability to be a team player.</li> <li>• Ability to work flexibly, outside of normal working hours if required.</li> <li>• Demonstrates a professional manner at all times.</li> <li>• Ability to work from any location within the Trust.</li> <li>• Ability to contribute to the Christian ethos in the Trust.</li> <li>• To be reliable and conscientious</li> <li>• Confident, self-motivated and punctual.</li> <li>• A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application/Interview