



Caring Achieving Respectful Exciting

Office Manager - Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> At least five A*-C GCSEs, including English and Mathematics. 	<ul style="list-style-type: none"> Have relevant HR/finance training. An Enhanced DBS
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Working within a busy office environment. Using computers for office administration. 	<ul style="list-style-type: none"> Working within a busy HR/finance environment, preferably in a school or educational setting.
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Strong customer service skills. Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. Have a willingness to extend skills through appropriate training. Have the ability to record and analyse data using different systems. Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR. 	<ul style="list-style-type: none"> Have a finance qualification Have a HR qualification. Have a general awareness of bookkeeping and accountancy software An additional language such as Urdu would be advantageous.



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Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	
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