

Person Specification: Office Manager	
Essential	Desirable
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Substantial experience in public or private sector finance/administration, with experience of computerised management information system and accounts</li> <li>• Experience of managing staff</li> <li>• Experience in budget preparation, management and monitoring</li> <li>• Substantial knowledge of office and admin systems</li> <li>• Knowledge of health &amp; safety regulations &amp; procedures</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of finance procedures for budget management</li> <li>• Knowledge of procurement procedures</li> </ul>	
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• Excellent Interpersonal and communication skills</li> <li>• Advanced analytical &amp; statistical skills</li> <li>• Problem solving skills</li> <li>• Highly developed organisational skills</li> <li>• Project management skills</li> <li>• High level of literacy and numeracy skills.</li> <li>• Ability to work independently and on own initiative</li> <li>• Leadership skills</li> <li>• Report writing skills</li> </ul>	
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant level 4 qualification in Business/Finance/Administration or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Book keeping or Accounting qualifications</li> <li>• Appropriate first aid training</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Dependability and reliability</li> <li>• Ability to work successfully as part of a team &amp; lead a team</li> <li>• Confidentiality</li> <li>• Ability to prioritise conflicting demands and pressures</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> </ul>	



<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.