

Person Specification

School Office Manager - Misson Primary School

Essential Qualifications

Criteria	Essential	Desirable
Educated to GCSE level (or equivalent), including English and Mathematics	✓	
Relevant administrative, business or financial qualification	✓	
School Business Management qualification or equivalent experience		✓
HR, Health & Safety or Financial Management qualification		✓

Experience

Criteria	Essential	Desirable
Experience of managing administrative systems and processes	✓	
Experience of financial administration, budgeting and monitoring expenditure	✓	
Experience of using financial management systems and producing financial reports	✓	
Experience of personnel administration, including recruitment and payroll processes	✓	
Experience of maintaining confidential records and complying with data protection requirements	✓	
Experience of working in a school or educational setting		✓
Experience of reporting to senior leaders, governors or management committees	✓	
Experience of managing contracts, facilities or premises-related projects		✓
Experience of supporting audits and implementing recommendations	✓	

Knowledge and Understanding

Criteria	Essential	Desirable
Knowledge of financial management principles and budget monitoring	✓	
Understanding of GDPR and data protection requirements	✓	
Understanding of HR procedures, employment practices and safer recruitment	✓	
Knowledge of safeguarding responsibilities within schools	✓	
Understanding of Health and Safety legislation and risk assessment procedures	✓	
Knowledge of school finance regulations and funding arrangements		✓
Understanding of Ofsted requirements relating to business and financial management		✓
Knowledge of school management information systems (MIS) and financial software	✓	

Skills and Abilities

Criteria	Essential	Desirable
Excellent organisational and time management skills	✓	
Ability to prioritise workloads and meet competing deadlines	✓	
Ability to analyse financial information and identify trends or variances	✓	
Strong administrative and record-keeping skills	✓	
Ability to develop, implement and improve systems and procedures	✓	
Excellent written and verbal communication skills	✓	
Ability to produce clear reports for senior leaders and governors	✓	
Competent ICT skills, including Microsoft Office applications	✓	
Ability to maintain confidentiality and handle sensitive information appropriately	✓	
Ability to work independently and use initiative	✓	
Ability to lead and support others effectively	✓	

Personal Qualities

Criteria	Essential	Desirable
Commitment to the vision, values and ethos of the school	✓	
Professional, trustworthy and reliable	✓	
Strong attention to detail and accuracy	✓	
Flexible and adaptable approach to work	✓	
Positive and solution-focused attitude	✓	
Ability to build effective relationships with staff, governors, parents and external agencies	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Commitment to continuous professional development	✓	

Safeguarding Requirements

The successful candidate will:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Understand and comply with safeguarding, child protection and safer recruitment requirements.
- Be subject to appropriate pre-employment checks, including an enhanced DBS check and satisfactory references.
- Maintain confidentiality and professional boundaries at all times.