



NASSINGTON SCHOOL
OFFICE MANAGER – Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 3 or equivalent in a relevant School Business Management Qualification and/or equivalent Experience in a relevant organisation (preferably a school if none of the above qualifications.) 	<ul style="list-style-type: none"> School Business Manager specific qualification – DSBM, CSBM, ADSBM or MSc in School Business Management. Recognised business management or accountancy degree.
Experience	<ul style="list-style-type: none"> Working in business administration, accounting or related disciplines. Previous use of financial accounting software and SIMS or other MIS systems. Supporting and developing others within a team. Financial reporting and budget management Procurement and asset management 	<ul style="list-style-type: none"> Managing at a Senior Leadership Team level in a school or other relevant workplace. Line management responsibility. Previous use of online payment platforms Human Resource management Site management and relevant record keeping Social media, website management and marketing experience. Experience of working within budgetary constraints.
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> Knowledge of accounting, budget-setting and budgetary control procedures. Able to assist with strategic planning and project management. Ability to implement monitoring and evaluation strategies. Ability to develop and implement policies. Ability to generate, organise and analyse data. Ability to use initiative and be forward-thinking. ICT knowledge and skills. Awareness of health and safety management and procedures. 	<ul style="list-style-type: none"> Understanding of strategies for school improvement. Experience of working collaboratively with other schools. Understanding of promoting positive relationships with the wider school community. Knowledge of upkeep of Single Central Record and DBS regulations.
Personal Qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school. Team player, able to develop and maintain good working relationships with all members of the school community through effective communication. Positive and flexible attitude – a ‘can do’ approach High standards with excellent attention to detail Calm, organised and professional attitude. Sound judgement and integrity. Commitment to maintaining confidentiality Ability to work under pressure and prioritise effectively. Commitment to safeguarding and equality. 	<ul style="list-style-type: none"> Willingness to be an active member of the school community and visible to children e.g. attending school trips and events. Someone who will go above and beyond to provide the children of Nassington School with the best experience possible.

The Unity of Titchmarsh, Warmington and Nassington Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to a satisfactory enhanced DBS check and medical clearance.