NORTHGATE
High School

Office Manager
Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Office Manager** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	■ Qualified First Aider (or willingness to train) ■ Providing a customer based service	■ Of working in an educational environment ■ Of working within an HR admin environment ■ Supervisory experience
Skills/Abilities	■ Excellent numeric and communication skills ■ Good organisational abilities ■ Ability to manage competing deadlines ■ Analytical skills ■ Ability to take the initiative ■ Flexibility ■ Competent in the use of a range of IT packages	■ Able to lead a team and individuals
Personal characteristics	■ Must have proven ability to maintain confidentiality ■ Must inspire the trust and confidence of staff. ■ Ability to work under pressure. ■ Good attention to detail. ■ Self motivated. ■ Able to exhibit tact and diplomacy at all times ■ Enthusiastic with a pleasant disposition. ■ Patient and resilient	■ Evidence of recent self development

November 2026