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# HOMERTON EARLY YEARS CENTRE

# Person Specification

#  Post Title: Office Manager

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE Maths and English
* Previous experience of working in an office environment in some form of finance capacity
* Experience of working in a customer facing admin role
* Successful DBS and safeguarding clearance
 | * Previous work in school office
* Educated to A level or degree standard
* Relevant finance qualification (A level, NVQ, degree)
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| **General skills/experience** | * Demonstrate initiative and ability to work on your own as well as part of a team
* Ability to prioritise workload, possessing excellent time management and organisational skills
* To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work.
* Maintain confidentiality at all times
* Have well-developed interpersonal skills including the ability to problem-solve, collaborate, and be adaptable
* Be able to communicate effectively to a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by email etc)
* Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the Centre
* Demonstrate resilience, determination and a positive outlook
* Approachable, empathetic, punctual and reliable
* Fluent in written and spoken English
 | * Knowledge of experience of procedures relating to child protection, health and safety
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| **Management Skills** | * An ability to model “can do” flexible attitude
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| **IT skills** | * Confident and competent in use of IT to include Microsoft Office and Excel
 | * Experience of using school specific software such as SIMS, FMS, Orovia etc
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| **Finance/HR skills and experience** | * Have a basic knowledge of accounting principles
* Have experience of monitoring a budget and analysing financial reports
 | * Experience of in school finance, book keeping or demonstrable equivalent experience
* Familiarity with payroll systems.
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This Centre is committed to safeguarding and promoting the welfare of children and families and expects all staff and volunteers to share this commitment.