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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) |
| **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 |
| **Management Skills** | * An ability to model “can do” flexible attitude |  |
| **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 |
| **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. |

This Centre is committed to safeguarding and promoting the welfare of children and families and expects all staff and volunteers to share this commitment.