



Person Specification – Office Manager

Qualifications & Experience

Essential	Desirable	Assessment
GCSE Qualifications in English and Mathematics (e.g. GCSE grades A* - C or Level 2 Literacy and Numeracy equivalent)	Education to degree level or equivalent	Certificates
	HR Qualification (Certificate in Personnel Practice (CPP) or other relevant HR qualification)	Certificates
Minimum of three years' experience in Office Management (including supervision and management of people)	Experience of working in HR administration	Application/Interview
Experience of taking minutes for meetings	Work experience in a similar role in schools or local authority	Application/Interview
Commitment to personal/professional development		Application/Interview/ Certificates
	Experience of using an HR database (SIMS is desirable)	Application/Interview

Skills & Attributes

Essential	Desirable	Assessment
Strong and confident communication skills - both written and verbal - the ability to communicate and influence at all levels	Ability to procure contract services, evaluate performance and negotiate solutions with suppliers	Application/Interview
Good ICT skills – confident and adept in use of Microsoft Word/ Excel and databases		Application/Interview
Strong administrative and organisational skills		Application/Interview
Strong management and supervision skills (in leadership, decision-making, managing people, resolving conflict)		Application/Interview
Able to prioritise, plan and organise, with meticulous attention to detail		Application/Interview
Able to think and plan strategically and manage change		Application/Interview

Personal Qualities

Essential	Desirable	Assessment
Professional outlook, highly organised, able to multi task and meet deadlines		Application/Interview
Helpful and positive nature, and ability to stay calm and diplomatic under pressure		Application/Interview
Understanding the importance of confidentiality and discretion (awareness of data protection issues)		
Must be able to act with integrity in all matters		Application/Interview
Able to take ownership of tasks and work independently without day to day direction		Application/Interview
Be able to work flexible hours (including some evenings)		Application/Interview
Show a willingness to take on additional roles and responsibilities		Application/Interview
Able to work as part of a team		Application/Interview
Promote and support the Catholic ethos of the college		Application/Interview
Promote the welfare and safeguarding of young people		Application/Interview