

SPROTBROUGH ORCHARD INFANT SCHOOL

OFFICE MANAGER APPOINTMENT

PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

	Essential	Desirable	Source of Evidence
GCSEs (or equivalent) including English and Maths at 4/C	✓		A, I
Relevant qualification in school business management, finance or administration		✓	A, I, R
Willingness to undertake relevant training and ability to enhance own learning in order to develop further	✓		A, I, R
Has undergone relevant training that supports the role of Office Manager		✓	A, I, R

2. EXPERIENCE

	Essential	Desirable	Source of Evidence
Experience of financial administration (e.g. invoices, reconciliation, budgeting)	✓		A, I, R
Experience of working in an administrative role within a school or similar setting	✓		A, I, R
Experience of HR administration processes	✓		A, I, R
Experience of using management information systems (e.g. SIMS or similar)	✓		A, I, R
Experience of working with Local Authority finance systems		✓	A, I, R
Experience of procurement processes		✓	A, I, R
Experience of managing and handling confidential information	✓		A, I, R

3. KNOWLEDGE AND SKILLS

	Essential	Desirable	Source of Evidence
Ability to relate well to all members of the school community and establish good working relationships	✓		A, I, R
Competent literacy/numeracy skills	✓		A, I
Strong financial management and reconciliation skills	✓		A, I, R

Ability to interpret financial data and produce reports	✓		A, I, R
Knowledge of school funding and budgeting processes		✓	A, I, R
Understanding of admissions and attendance procedures		✓	A, I
Knowledge of HR processes including contracts and absence management	✓		A, I, R
Experience of ManageHR or similar systems		✓	A, I
Excellent organisational and time management skills	✓		A, I, R
Strong IT skills including Excel and MIS systems	✓		A, I, R
Ability to undertake routine financial duties	✓		A, I, R
Ability to welcome parents /visitors and follow appropriate safeguarding procedures to maintain a safe and secure environment	✓		I
Good understanding of safeguarding requirements, including the Single Central Record	✓		A, I, R
Ability to take messages and communicate with others	✓		A, I, R
Has basic understanding of first aid procedures		✓	A, I, R
Knows how to keep children safe	✓		I

4. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable	Source of Evidence
Strong interpersonal skills with effective written and verbal communication skills	✓		A, I, R
Is respectful to all members of the school community and visitors	✓		I, R
Highly motivated, enthusiastic and energetic	✓		I, R
High level of accuracy and attention to detail	✓		I, R
Is professional, approachable and resilient	✓		I, R
Ability to maintain confidentiality at all times	✓		I, R
Can work co-operatively as part of a close team	✓		I, R
Can contribute to the school's safeguarding culture	✓		I, R
Is reliable and keen to work hard	✓		I, R
Can follow school policies and procedures	✓		I, R
Has high expectations of self and others	✓		I, R
Can contribute to group thinking and has a proactive approach to solving problems		✓	I, R
Seeks and can act upon advice in order to develop	✓		I, R
Is flexible and can adapt to varying situations	✓		I, R
Ability to work independently and prioritise workload	✓		
Manages time effectively and works calmly under pressure	✓		I, R
Can follow instructions accurately and can use initiative when necessary	✓		R
Commitment to continuous improvement		✓	I

Key:

A - Application form/supporting letter

I - Interview

R - References

The above requirements to be evidenced through the application form/letter, interview and references.

Please note that the application form should be completed in full and supporting letter should be clear and concise. If shortlisted, the school will complete online checks and candidates will be required to complete a disclosure form before the interview. The successful applicant will be offered the job subject to satisfactory clearance by the Disclosure and Barring Service and positive recommendation from their current employer.