



Our Lady Help of Christians

School Office Manager Person Specification

The person appointed will be able to work on his/her own initiative with enthusiasm and commitment.

Personal Attributes Required	Essential (E) or Desirable (D)	To be identified from:
Qualifications: <ul style="list-style-type: none"> GCSE Level English & Maths (or equivalent) 	E	Application
Experience: <ul style="list-style-type: none"> Previous school administration/finance experience. Strong understanding of administrative responsibilities including diary management, letter writing and correspondence. Experience using Finance software systems. Experience of Health & Safety and compliance management systems 	D E D D	Letter/Interview Letter/Interview Letter/Interview Letter/Interview
Knowledge/skills/abilities: <ul style="list-style-type: none"> Strong administrative and organisational skills. The ability to work to deadlines and prioritise workload. Strong communication skills. Ability to work as part of a team or on their own. Be proficient in the use of Microsoft office programmes such as Excel and Word. A commitment to the values and ethos of the Academy Trust and a passion for education. 	E E E E E	Interview Interview Interview Interview Interview