

PERSON SPECIFICATION**Senior Office Manager Grade 4****Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	ESSENTIAL	MOA
EXPERIENCE Relevant work and other experience	Experience of budget monitoring	AF/I/T
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
	Experience of a range of administrative duties and technical duties	AF/I
	Experience of producing a variety of financial reports	
	Experience of financial workings of an academy	AF/I/T
	Experience of posting funding, salaries, bank receipts, bank payments etc.	AF/I AF/I
	(Knowledge of Arbor - Desirable)	
SKILLS AND ABILITIES e.g. written and communication skills, dealing with the public	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Good written and oral communication skills	AF/I
	A knowledge of budget management and accounting techniques	AF/I
	A sound knowledge of a range of computer applications including management information systems and Microsoft office (Word and Excel)	AF/I/T
	Some knowledge of facilities and premises management	AF/I
	Knowledge of relevant Health & Safety legislation	AF/I
	Some knowledge of employment law	AF/I
	Ability to work independently, demonstrating initiative and pro-activity	AF/I
	Some ability to act as Systems Manager for the school	AF/I
	Some ability to contribute to policy development	AF/I
	Ability to develop and maintain efficient record keeping systems	AF/I
	Ability to analyse and interpret complex information and make recommendations	AF/I/T
	Ability to problem solve	AF/I

	Ability to negotiate “Best Value” with suppliers	AF/I
	Ability to deal with administrative matters	AF/I
	Excellent interpersonal skills	AF/I
	Ability to organise and manage other staff including responsibility for deployment allocation of work, induction, appraisal, development etc	AF/I
	Good organisational skills	AF/I/T
	Ability to communicate with a range of audiences including pupils, parents, colleagues, governors, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues	AF/I
TRAINING	Willingness to undertake all relevant training	
EDUCATION/ QUALIFICATIONS	Maths and English GCSE at Grade A – C/ 4 – 9 or equivalent (Formal training – Desirable)	AF/I/C
OTHER	Ability to organise own workload Ability to work under pressure Ability to be a positive representative of the school at meetings and with stakeholders Commitment to Safeguarding Ability to demonstrate commitment to Equal Opportunities	AF/I
CONTRA- INDICATORS	Criminal convictions involving offences against children or young persons	

NB references will be used to support the selection panel's assessment.

In addition to the candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including;

- **Motivation to work with children**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY