



## Person Specification for Office Manager

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 Diploma (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy and finance and knowledge / skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Significant experience in administrative / finance roles.</li> <li>• Experience of education systems, e.g. Scholarpack / Parentmail.</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.</li> <li>• Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies, and dealing with sensitive issues e.g. contracts, HR.</li> <li>• Strong interpersonal and communication skills – written and verbal.</li> <li>• Ability to communicate a range of financial information both verbally and in writing with the Senior Leadership Team and other staff.</li> <li>• Keyboard skills applied with precision and speed.</li> <li>• Must be computer literate and have previous experience of working within financial regulations.</li> <li>• Good organisational &amp; time management skills, ability to manage priorities &amp; meet deadlines whilst remaining methodical and giving attention to detail is essential.</li> <li>• Ability to work as a member of the team and actively promote teamwork.</li> <li>• Able to seek out information and disseminate to others.</li> </ul>	

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Thorough technical knowledge of day-to-day financial administration processes and protocols.</li> <li>• Sound working knowledge of personnel and office administration and processes.</li> <li>• High level IT skills.</li> <li>• Assured manner. High level customer service skills and professional ethos.</li> <li>• Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances.</li> <li>• Must be aware of KCC Financial Regulations and understand other relevant school policies.</li> <li>• Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</li> <li>• Knowledge of a range of IT systems.</li> <li>• Knowledge of computerised and manual filing systems.</li> <li>• Awareness of Data Protection and confidentiality issues.</li> <li>• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• High standards of honesty and integrity.</li> <li>• Enthusiastic, with a commitment to providing a high-quality service.</li> <li>• Able to maintain confidentiality in all circumstances.</li> <li>• Good communication and interpersonal skills.</li> <li>• Proactive 'can-do' approach to work, being responsive, empathetic, and supportive to all with the school.</li> <li>• Flexible to always enable a responsive service – ability to work under pressure.</li> <li>• Hard working and enthusiastic, always presenting a professional manner.</li> <li>• Ability to develop nurturing relationships</li> </ul>	<ul style="list-style-type: none"> <li>• To be able to remain calm under pressure.</li> </ul>



with children.

