

Person Specification for Office Manager

	ESSENTIAL	DESIRABLE
Qualifications	Ability to demonstrate very good standards of literacy and numeracy, including GCSE English Language and Maths (or equivalent)	Further professional qualifications
Previous experience	Practical experience of working in an office environment Experience of working with different stakeholders Experience of working in a finance role	Experience of using Management Information System (SIMS). Experience of working within a school office Knowledge of Safeguarding requirements and procedures.
Management skills	Effective communicator with children, staff and parents	Ability to liaise and model expectations to others.
Professional skills & experience	Knowledge and understanding of using email and Microsoft Office programmes Excellent oral and written communication and IT skills Ability to communicate complex issues effectively by telephone, in writing, by e-mail and in person Knowledge of accounting and financial procedures.	Knowledge and understanding of SIMS Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection Awareness of KCC financial regulations. Knowledge of retention policies and data protection.
Personal qualities	Well developed time management and administrative skills Empathy with children whatever their needs Ability to work with minimum supervision, maintaining a calm and methodical approach to work A positive attitude and a sense of humour Commitment to working in a team to achieve a common goal Ability to stay calm under pressure	Willingness to learn and develop new skills Willingness to help out and get stuck in with any duties required.