

YALDING ST. PETER AND ST PAUL CHURCH OF ENGLAND PRIMARY SCHOOL

Office Manager Person Specification

Personal qualities and attributes

- Friendly, warm and welcoming disposition
- Ability to maintain confidentiality and discretion at all times
- Ability to be able to work on own initiative
- Capable of managing multiple tasks and priorities effectively.
- Calm and focused under pressure, with the ability to meet deadlines.
- Accurate and thorough in handling data and information.
- Excellent written and verbal communication skills.
- Supportive team member who contributes positively to a strong staff team.
- Highly organised, with the ability to plan and manage own workload and assist in coordinating the workload of others to meet a range of deadlines.

Skills, knowledge and experience

- Excellent computer literacy, including Microsoft 365, MS Office, email and SIMS.
- Ability to develop, monitor and maintain effective computerised systems and to suggest improvements.
- Strong organisational and administrative skills.

- Significant experience working in an office environment.
- Experience of negotiating contracts, procurement and funding bids (desirable).
- Experience working in a finance role including knowledge of budget setting and financial compliance.
- Ability to run an efficient and well-structured office.
- Able to balance changing priorities and respond effectively to unexpected demands.
- Calm, resilient and positive approach when working under pressure.
- Experience in an educational setting (desirable).
- Awareness of, and ability to work within, national legislation and school policies relating to Health and Safety.

December 2025