

Person Specification: School Office Manager

	Essential	Desirable	How Identified
Qualifications and Training	1. NVQ 3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	2. Certificate of School Business Management 3. Further professional development	1.-3. Qualifications check and letter
Experience	1. Working in an office environment at senior level 2. Organising, leading and motivating other staff 3. Developing, managing and operating clerical/ administrative/financial and organisational systems.	4. Proven experience of working in a school office environment 5. Managing staff 6. Experience in school finances and managing budgets Analysing and evaluating data	1.-7. Application form/letter 1.-7. References 1.-7. Interview
Skills, Knowledge and Aptitudes	1. Good knowledge of financial regulations 2. Excellent literacy/numeracy skills 3. Competent in the use of ICT packages including word-processing and computerised accountancy systems 4. Ability to use relevant office equipment effectively. 5. Communicates well orally and in writing at all levels 6. Able to plan, organise and prioritise	7. Knowledge of school information and financial systems e.g. SIMS, AGRESSO or equivalent	1.-7. Application form/letter 1.-7. References 1.-7. Interview
Personal qualities	1. Willingness to learn 2. Ability to initiate developments 3. Ability to work under pressure 4. Embraces change well 5. Deals with difficult situations effectively 6. Able to develop effective working relationships with all external partners 7. Empathy with the school ethos		1.-8. Application form/letter 1.-8. References 1.-8. Interview