

## Person Specification

**Job Title:** Office Manager

Attributes	Essential	Preferred
<b>Education / Qualifications</b>	<p>Essential: GCSEs in English and Maths at grades A* - C or equivalent.</p> <p>Word processing RSA II.</p>	Preferred: Bookkeeping/Accounts at NVQ level 2 or equivalent.
<b>Experience</b>	<p>Essential: At least 2-3 years' experience of working in an office environment.</p> <p>Experience of a wide range of administrative functions, including finance.</p>	<p>Preferred: Experience of working in a school office.</p> <p>Experience of supervising staff.</p>
<b>Skills / Knowledge / Aptitude</b>	<p>Essential: Good working knowledge of Microsoft Office (Word and Excel).</p> <p>Excellent interpersonal skills.</p> <p>Good organisational skills.</p> <p>Ability to work collaboratively and lead a team.</p> <p>Ability to interpret varying situations and solve problems on a day-to-day basis.</p> <p>Ability to work with autonomy within set boundaries.</p> <p>Ability to cope with conflicting demands, deadlines, and interruptions.</p>	Preferred: Knowledge of SIMS, Keys Solutions, SAP.
<b>Motivation</b>	Essential: Interest in own personal development and willingness to undertake further training.	Preferred: Not applicable
<b>Physical</b>	Essential: Ability to meet the physical demands of the post.	Preferred: Not applicable

<b>Other</b>	Essential: Must be fluent in the English language in accordance with the Immigration Act 2016.  Willingness to undertake First Aid training.	Preferred: Interview.  Current First Aid Certificate.
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