

PERSON SPECIFICATION
Office Manager

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a busy administrative environment and managing competing priorities • Experience of leading or supervising a team • Experience of using computerised administration systems • Strong working knowledge of Microsoft Office (Excel, Word, Outlook) • Experience of producing accurate documentation and maintaining efficient filing systems • Experience of managing processes, workflows and office systems to ensure efficiency 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of student services, attendance or pastoral administration • Experience of overseeing or coordinating First Aid or welfare provision
Education and Training	<ul style="list-style-type: none"> • Good standard of general education (GCSE or above), including English and Maths • Strong written and verbal communication skills • Confident use of IT systems and databases • Willingness to undertake further training relevant to the role 	<ul style="list-style-type: none"> • Relevant administrative or management qualification • First Aid qualification or willingness to train
Special Skills and Knowledge	<ul style="list-style-type: none"> • Strong organisational and time management skills • Ability to lead, motivate and develop a team • Excellent attention to detail • Knowledge of safeguarding, confidentiality and data protection • Ability to manage sensitive information • Strong stakeholder focus 	<ul style="list-style-type: none"> • Knowledge of school systems • Understanding of student welfare or attendance processes
Personal Skills and Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Leadership presence

	<ul style="list-style-type: none">• Resilient and professional• Flexible and adaptable• Ability to use initiative and solve problems• Commitment to high standards	
Additional Factors	<ul style="list-style-type: none">• Commitment to the aims and ethos of the Academy• Commitment to safeguarding• Flexible approach to working hours• Willingness to contribute to wider Academy life	