



Agora Learning Partnership

Person Specification: Office Manager

Requirements of the Post	Essential	Preferred	Source
Qualifications			
GCSE in English and maths	/		Application
Experience			
Working in a school office at senior level		/	Application
Organising, leading and motivating other staff	/		Application
Developing, managing and operating administrative and financial systems	/		Application
Managing staff	/		Interview
Managing school finances and budgets	/		Application
Knowledge and Skills			
Knowledge of:			
IT packages including word processing, spread sheets, computerised accounting systems and school MIS systems	/		Task
Safeguarding duty and the role the admin team play in safeguarding children		/	Interview
Able to:			
Manage and supervise administrative staff	/		Interview
Monitor service contracts, school licenses and insurance	/		Interview
Contribute to the development of administrative policies and systems	/		Interview
Transact the monthly payroll		/	Interview
Contribute to the marketing and promotion of the school		/	Interview
Maintain confidentiality at all times in respect of Academy and Trust matters and prevent disclosure of confidential and sensitive information	/		Interview
Take responsibility for their own professional development and play a full and active part in the appraisal process	/		Interview
Plan, organise and prioritise tasks and events	/		Task
Analyse and interpret data		/	Task
Uphold the ethos of the school and the Trust	/		Interview
Personal Qualities and Attributes			
Excellent attention to detail	/		Application
Ability to work under pressure and prioritise effectively	/		Task and interview
Ability to embrace change	/		Interview
Excellent written and verbal communication skills	/		Application, Task and Interview