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| **PERSON SPECIFICATION****OFFICE MANAGER** |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **EDUCATION****QUALIFICATION** | GCSE English & Maths (C Grade and above) | CSBM or equivalentDSBM or equivalent | Application Form/Certificates |
| **EXPERIENCE** | * Previous experience of managing an office and or small ‘team’.
* Previous experience of managing office/facilities budget.
* Experience of financial management and budgeting
* Experience of using computer based financial package.
* Experience of undertaking a range of clerical and administrative duties.
* Experience of working in a pressurised environment with competing ‘deadlines’.
* Experience of HR processing tasks.
* Experience of managing ‘Service’ Contracts.
* Experience of managing & developing a ‘team’.
 |  | ApplicationInterviewReferences |
| **SKILLS, KNOWLEDGE &UNDERSTANDING** | * Knowledge of budget monitoring and account reconciliation
* Data management including data protection and confidentiality.
* Competent use of relevant ‘software’.
* Proven ability to build strong working relationships both internally & externally.
* Knowledge of HR functions.
* Good communicator both written and oral.
 | An understanding of safeguarding procedures. | Application FormInterviewReferences |
| **ATTRIBUTES****DISPOSITION** | * A positive commitment to improving practice
* Ability to plan and develop efficient and effective systems.
* A flexible and adaptable approach to work.
* A calm and professional manner.
* A willingness to attend further professional development.
 |  | InterviewReferences |