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| **PERSON SPECIFICATION**  **OFFICE MANAGER** | | | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **EDUCATION**  **QUALIFICATION** | GCSE English & Maths (C Grade and above) | CSBM or equivalent  DSBM 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’. |  | Application  Interview  References |
| **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 Form  Interview  References |
| **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. |  | Interview  References |