

## School Office Manager – Person Specification



Qualifications and experience		
Essential	Desirable	Evidence
<p>Experience of management within a school or business establishment.</p> <p>Experience of working in the finance, compliance and HR environment with knowledge of policies</p> <p>Experience supporting the day-to-day operations of an establishment/company as part of a company/schools leadership team.</p> <p>Experience of managing change and implementing new systems/ procedures/controls.</p> <p>Evidence of effective leadership and line-management of staff</p>	<p>To have experience and understanding of the working of a governing board.</p> <p>Member of The Institute of School Business Leadership.</p> <p>Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets.</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews Certificate(s) (to be available at interview)</p>
Knowledge and skills		
Essential	Desirable	Evidence
<p>Knowledge of finance, compliance (including but not limited to health and safety, premises and GDPR), policies and HR in schools</p> <p>Ability to build and form good relationships with students, colleagues and other professionals.</p> <p>Able to lead, develop and motivate a team of staff, delegating duties as required.</p> <p>Ability to proficiently use office computer and software including word-processing, spreadsheet, information and internet systems.</p> <p>Good working knowledge and understanding of value for money initiatives.</p>	<p>Knowledge and understanding of educational enterprise issues.</p> <p>Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation.</p> <p>Working knowledge of law with regard to health and safety legislation, and contracts.</p> <p>Health and safety qualifications</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

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Personal qualities		
Essential	Desirable	Evidence
<p>Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.</p> <p>A diplomatic and patient approach.</p> <p>Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure.</p> <p>Able to follow direction and work in collaboration with the SLT.</p> <p>Able to constructively challenge self and others to continually improve own and team performance.</p> <p>Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</p> <p>Ability to evaluate own development needs and those of others and to address them.</p> <p>A willingness to seek specialist advice and awareness of where to seek it.</p> <p>Able to attend evening meetings and support out of school hours events if required.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>