

Person Specification – Office Manager

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a school or college		x
Experience of working in an administration or clerical role	x	
Proven experience of utilising organisational skills	x	
QUALIFICATIONS		
Educated to A Level or similar level qualification or with administration experience and excellent levels of literacy	x	
KNOWLEDGE & SKILLS		
High level of competency in Microsoft applications. Office 365, Outlook, Word, Excel, and Powerpoint	X	
Strong initiative with problem-solving and strategic thinking skills	X	
Ability to communicate and relate well to young people and all staff	X	
Ability to present and format data clearly	X	
Develop written communication that is professional and upholds the Trust's vision and value	X	
Line management experience		x
Assertive and empathetic communication skills	x	
PERSONAL ATTRIBUTES		
Conscientious and hardworking and ability to work as part of a team	X	
Exceptional Levels of integrity, confidentiality, discretion, honesty and reliability	X	
Ability to work under pressure and meet deadlines	X	
A proactive and solutions-focused attitude with a passion for learning	X	
Ability to identify, recommend and implement improvements to processes and procedures	x	
Excellent timekeeping and attendance	x	
TECHNICAL COMPETENCIES		
Strong IT skills	x	
Experience of producing and interpreting spreadsheets	x	