

Office Manager Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> ● High level of literacy and numeracy (GCSE Grade C/5+ or equivalent). ● Professional qualification in Business Admin or Management. 	<ul style="list-style-type: none"> ● CSBM (Certificate in School Business Management). ● Valid First Aid certificate.
Experience	<ul style="list-style-type: none"> ● Substantial experience in a senior administrative or supervisory role. ● Experience managing financial processes (invoices, petty cash, or payroll). 	<ul style="list-style-type: none"> ● Previous experience using School Information Systems (e.g., SIMS, Arbor, or Bromcom). ● Experience working in a Primary School specifically.
Skills & Abilities	<ul style="list-style-type: none"> ● Excellent proficiency in word processing, spreadsheet and calendar digital packages. ● Exceptional organisational skills with the ability to "multitask" in a busy environment. ● Excellent interpersonal skills—able to deal with upset parents or grazes on knees with equal care. 	<ul style="list-style-type: none"> ● Ability to manage the school website and social media channels. ● Experience with HR administration (Single Central Record management).
Knowledge	<ul style="list-style-type: none"> ● Deep understanding of GDPR and Data Protection in a school context. ● Strong knowledge of Safeguarding and "Keeping Children Safe in Education" (KCSIE). 	<ul style="list-style-type: none"> ● Knowledge of school funding streams and Census returns. ● Understanding of financial regulations.
Personal Attributes	<ul style="list-style-type: none"> ● Absolute discretion and confidentiality. ● A warm, welcoming, and professional demeanor. ● Resilience and the ability to remain "the calm in the storm" during busy mornings. ● A genuine interest in the well-being of young children. 	<ul style="list-style-type: none"> ●