

OFFICE MANAGER PERSON SPECIFICATION

	Essential	Desirable	How Identified
Qualifications and Training	Proven experience of working in a school office environment.	NVQ 3 in Business Administration or equivalent qualification in a relevant discipline (or working towards.) Certificate of School Business Management.	Qualifications check and letter Experience.
Experience	Developing, managing and operating clerical/ administrative/financial and organisational systems.	Managing staff. Experience in school finances and managing budgets, analysing and evaluating data.	Application form/letter. References. Interview.
Disposition	Willingness to learn. Ability to initiate developments. Ability to work under pressure. Good timekeeping and attendance record. Embraces change well. Deals with difficult situations effectively. Able to develop effective working relationships with all external partners. Empathy with the school ethos		Application form/letter. References. Interview. Medical clearance.

