

Person Specification Office Manager

Key Application (A), Interview (I)

Skills and Attributes Required	Requirement Essential unless indicated otherwise	How measured
Qualifications		
Educated to GCSE and or A-Level standard	✓	A, I
A qualification in business administration	Desirable	A
First Aid trained or willingness to undertake upon appointment	Desirable	I
Experience		
Experience of working in a senior role in an office environment	✓	A, I
Previous experience of working in a PA/support role	✓	A, I
Experience of line management and being able to manage staff and performance	✓	A, I
Experience of working within an education or service sector environment	✓	A, I
Able to coach and develop others	✓	I
Skills and Knowledge		
Confident using processes and systems such as Arbor	✓	A, I
Support with Coordination of Educational Visits including management and quality assurance of documents	Desirable	I
Excellent communications skills (verbal and written), including good interpersonal and telephone skills	✓	A, I
Compiling reports and being able to submit data returns	✓	I
Proficient IT skills including strong knowledge of Microsoft and or Google suite	✓	A, I
Organised and able to balance multiple priorities	✓	I
Total discretion in handling confidential material	✓	I
Ability to work on own initiative and develop new systems	✓	A, I

Able to work flexibly, including occasional evenings and weekends with prior notice	✓	A, I
Personal Qualities		
Self motivated and resilient with a positive attitude even if under pressure and or when dealing with challenging situations	✓	A, I
Confident communicator and professional approach to obtain successful outcomes	✓	A, I
Delivers consistently high standards	✓	A, I
Committed to own and team members professional development	✓	A, I
Commitment to safeguarding and protecting the welfare of children and staff	✓	I
Willingness to undertake training as required	✓	I
Adaptable to meet the needs of the academy as it develops	✓	I