

<b>Job Title:</b>	Office Manager	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Education	<b>Grade:</b>	5
<b>Location:</b>	Hillfields Nursery School		

Area	Description	Criteria will be measured by:
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<b>Knowledge:</b>	Financial procedures – accounts, cash handling.	Application & Interview
	Data systems for school data and finance information (MIS systems such as Bromcom).	Application & Interview
	General knowledge and understanding of computer systems and software application, e.g., Microsoft Office i.e., Word, Excel, Access, Publisher.	Application & Interview
	Knowledge and understanding of Health & Safety requirements, Equal Opportunities, and its application to the job.	Application & Interview

<b>Skills and Abilities:</b>	IT skills for website, online portals as well as basic word processing/ excel etc.	Application & Interview and Activity
	Produce original and reports, agendas, minutes and circulars as directed by Head Teacher.	Application & Interview
	To work accurately and lead the administration team with minimum supervision.	Application & Interview
	Liaise and communicate effectively with other staff to see and provide accurate information and give instructions by telephone on an interpersonal basis and in formal meetings.	Application & Interview
	Interpret policies and procedures and implements effectively	Application & Interview
	Manage personnel requirements including recruitment, induction and staff development.	Interview
	Line management of Admin team and Premises Team	Application & Interview
	Ability to monitor levels of stock and stationery, office supplies	Interview

<b>Experience:</b>	Clerical/Administrative background, in a supervisory role, which includes responsibility for personnel.	Application & Interview
	Experience of working as part of a team.	Application & Interview
	Willingness to learn new systems.	Application & Interview
<b>Educational:</b>	Level 3 or equivalent qualification within business/ finance area.	Application & Interview
	GSCE in English and Maths A*-C or 9-4 (or equivalent).	Application & Interview
<b>Special Requirements:</b>	<p>For posts subject to Protection of Children Regulations, the following statement must be annotated -</p> <ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>	

**Date Reviewed: Jan 2023**