

Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE
 Telephone: (024) 7684 9910 Fax: (024) 7684 9911
 E-mail: admin@st-thomasmore.coventry.sch.uk
 Website: www.stmschool.co.uk
 Twitter: @STMSchCoventry Facebook: @STMCov
 Headteacher: Mrs Sarah Collins



Office Manager - Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> Experience in a management role of a school Admin Team Line management of a number of employees in diverse roles 	School business management experience	Application
Experience	<ul style="list-style-type: none"> Budget planning and projection experience Experience of HR and recruitment admin A good understanding of health and safety in the workplace and school requirements. 	Experience of working in an education environment DfE and academy regulations relating to school financial regulations and procedures DfE and academy regulations relating to non-financial issues	Application and interview
Practical	<ul style="list-style-type: none"> Good organisation and an ability to prioritise High level of IT skills Ability to co-ordinate budget preparation, budget monitoring and accounts 		Application and interview
Communication	<ul style="list-style-type: none"> Excellent written and verbal communication skills 		Application and interview
Personal Qualities	<ul style="list-style-type: none"> Ability to maintain confidentiality Ability to work under pressure Diplomatic Tactful Good negotiation skills Ability to work independently and act on own initiative 		Interview
Strategic Thinking	<ul style="list-style-type: none"> Experience of working at a strategic level: problem solver, strategic thinker and planner Ability to contribute to Senior Management discussions regarding financial advice 		Application and interview
Technology/IT Skills	<ul style="list-style-type: none"> Excellent IT expertise and skills including the use of Microsoft Office applications. Good working knowledge of school software packages i.e. SIMS 	Experience of using PS Financials	Application and interview task



Achieving together in faith

Holy Cross Catholic Multi-Academy Company
 Heathcote Street, Radford, Coventry
 CV63BL

HCC MAC is incorporated in England & Wales as a company limited by guarantee with registered number: GB12084073

Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE
 Telephone: (024) 7684 9910 Fax: (024) 7684 9911
 E-mail: admin@st-thomasmore.coventry.sch.uk
 Website: www.stmschool.co.uk

Twitter: @STMschCoventry Facebook: @STMCov

Headteacher: Mrs Sarah Collins



Education and Training	<ul style="list-style-type: none"> GCSE (or equivalent) Grade A-C in Maths and English Minimum NVQ Level 3 (or equivalent) business or finance qualification (e.g. AAT) Good general education with excellent numeracy and literacy skills 	<ul style="list-style-type: none"> Safer recruitment training School Business Management Qualification Training on the Data Protection Act and the Freedom of Information Act 	Application
Equal Opportunities	<ul style="list-style-type: none"> The Holy Cross Catholic MAC and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		Demonstrate knowledge at interview
Special requirements	<ul style="list-style-type: none"> An enhanced DBS will be required 		



Achieving together in faith

Holy Cross Catholic Multi-Academy Company
 Heathcote Street, Radford, Coventry
 CV63BL

HCC MAC is incorporated in England & Wales as a company limited by guarantee with registered number: GB12084073