



## Person Specification

<b>Job Title:</b>	Office Manager	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Schools	<b>Grade:</b>	Grade 5
<b>Location:</b>	Gosford Park Primary School		

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Office procedures and practices in relation to City Council Policy</li> <li>• Financial procedures, relating to ordering, invoicing, petty cash and monitoring of expenditure and income</li> <li>• ICT equipment and network systems and their use within a business context</li> <li>• Managing, motivating and supervising a team of workers to meet deadlines</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• To be creative and inventive particularly in maximising ICT potential</li> <li>• To develop and implement office procedures and systems and brief appropriate staff</li> <li>• To liaise effectively with ICT Services for Schools around ICT problems and solutions</li> <li>• To ensure staff follow recognised procedures and deadlines</li> <li>• To compile record returns and statistics</li> <li>• To maintain accurate accounts, recording income, cash handling, expenditure and balancing records</li> <li>• To liaise and communicate effectively and positively with members of the public, staff, colleagues, other agencies and management to offer advice, guidance and discuss important issues.</li> <li>• Development and implementation of office procedures and systems including briefing staff</li> <li>• To have good written communication skills</li> <li>• To motivate and supervise an effective clerical team.</li> <li>• To be calm under pressure to seek appropriate solutions</li> <li>• To respond quickly and effectively to emergencies or disruptions</li> <li>• To produce staff handouts and guidelines</li> <li>• To monitor defined procedure and meet original deadlines</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Admin management</li> <li>• Maintenance of financial accounts and cash handling</li> <li>• Word processing experience and conversant with using emails and Microsoft outlook</li> <li>• SIMS experience would be an advantage but training would be given</li> <li>• Of working in a school Administrative role.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Of working in an Administrative/Receptionist role.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) check will be required prior to appointment</li> </ul>
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Updated July 2022