

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

Area	Description	Criteria will be measured by:
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Knowledge:	Financial procedures –accounts, cash handling.	Application & Interview
	Data systems for school data and finance information (MIS systems such as SIMS and FMS).	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

Skills and Abilities:	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

Experience:	Clerical/Administrative background, in a supervisory role, which includes responsibility for personnel.	Application & Interview
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	Experience of working as part of a team.	Application & Interview
	Willingness to learn new systems.	Application & Interview
Educational:	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
Special Requirements:	<p>For posts subject to Protection of Children Regulations, the following statement must be annotated -</p> <ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. 	

Date Reviewed: Jan 2023