



## Person Specification – Office Manager / PA to Headteacher

Training and Qualifications	Essential (E)  Desirable (D)
Holds or working towards a Business/Administration/HR qualification at level 4/5 or above	E
Excellent numeracy and literacy skills grade C or above at GCSE as a minimum	E
Evidence of commitment to further personal and professional development	E
Knowledge/Evidence and Understanding	E/D
A clear understanding of the role of Office Manager / PA to the Headteacher within an Education setting	E
A proven experience of working with HR/ financial/administration procedures	E
A working knowledge of financial systems such as Xero and other MIS Systems	E
A proven working knowledge and understanding of HR procedures and protocols	E
Evidence of diary management and arranging meetings and coordinating events	E
Evidence of dealing/monitoring complex and confidential information pertaining to grievances, discipline and formal monitoring of staff performance	D
Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company	E
Evidence of leading monitoring and developing financial/administration functions and procedures to bring about improvements in working practices	E

Evidence of managing people and/or small teams and handling difficult and complex situations	<b>E</b>
Evidence of working with a variety of IT applications, administration procedures and systems	<b>E</b>
To lead on performance management for finance and administration staff , setting targets, holding review meetings to monitor performance and putting CPD in place	<b>E</b>
<b>Experience</b>	<b>E/D</b>
A clear wish to work in an educational setting and contribute towards its ethos	<b>E</b>
Experience of working in a team environment	<b>E</b>
Experience of managing staff/team	<b>E</b>
Experience in finance and administration including in the development, management and operation of management systems and procedures	<b>E</b>
Evidence of working within an HR environment dealing with basic HR administration	<b>D</b>
Proven experience in coaching and supporting senior managers in interpreting complex information	<b>E</b>
Experience of managing a varied and busy workload within constrained timescales	<b>E</b>
<b>Skills and Abilities</b>	<b>E/D</b>
Energy and enthusiasm for the post	<b>E</b>
Excellent and written verbal communication skills	<b>E</b>
Ability to plan and prioritise own workload and that of others to meet conflicting deadlines	<b>E</b>
Ability to analyse and interpret information and solve problems	<b>E</b>
Excellent ICT skills in MS Office, internet, email and financial management package (Xero) and related packages	<b>E</b>
Ability to work independently and act on own initiative	<b>E</b>
Ability to cope well with pressure and keep calm in stressful situations	<b>E</b>
Ability to maintain absolute confidentiality and integrity	<b>E</b>

Ability to build and form good relationships with students, colleagues and other professionals	<b>E</b>
Ability to lead, develop and motivate a team of staff, delegating duties as required	<b>E</b>
Ability to work constructively as part of a team, understanding academy roles and responsibilities including your own	<b>E</b>
<b>CORE COMPETENCIES</b>	<b>E/D</b>
Clear understanding and commitment to safeguard and protect children	<b>E</b>
Conscientiously adheres to school / trust policies and procedures and works ethically	<b>E</b>
<b>SPECIAL REQUIRMENTS</b>	<b>E/D</b>
An enhanced DBS check will be required	<b>E</b>
Understanding and commitment to equal opportunities	<b>E</b>