

**Senior Office Manager at Adderley Nursery School
Person Specification**

Job Title Senior Office Manager

Grade: GR4

AF Application Form	C Certificate	I Interview	T Task or Exercise
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Criteria	Essential	MOA
	Right to work in the UK	
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English and Maths or equivalent Word Processing RSA II	AF/C
Experience Relevant work and other experience	Substantial experience of working in an office environment strategically managing clerical and administrative support and preferably within a school.	AF/I
	Experience of supervising staff	AF/I
	Experience of managing HR processes in a school	AF/T
	Experience of managing the annual returns/school workforce/census	AF/I
	Experience of managing the budget for orders	AF/I
	Experience of coordinating with the building site services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc	AF/I
	Experience of supporting financial management consultants in schools to ensure robust financial management systems	AF/I
	Knowledge of safeguarding	AF/I

Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis	AF/I/T
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I
Training	Willing to undertake job related training and interest in own personal development	AF/I
Other	Professional and sensitive in engaging with parents	AF/I
	Practice equal opportunities in all aspects of the role and around the work place in line with policy	AF/I
	Commitment to maintaining confidentiality	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Conditions of Service

Commitment to the safeguarding and welfare of all children.

This post is subject to an enhanced Disclosure and Barring Services (DBS) check

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.
