

Stratford Rural Schools' Federation



OFFICE MANAGER – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	<p>GCSE English and Maths or equivalent.</p> <p>Evidence of further Level NVQ3 /4 qualification or equivalent</p> <p>Evidence of continuing professional development</p> <p>Recognised management/business related professional qualification e.g. in business/accounting/management (or able to demonstrate relevant, equivalent experience).</p> <p>Commitment to completing specific School Business Management training</p>	<p>Educated to degree level or equivalent</p>
Skills & Abilities	<p>Analytical skills, with an aptitude for problem solving, negotiation and conflict resolution.</p> <p>Ability to communicate verbally and in writing across a range of different audiences.</p> <p>Skill in managing competing priorities over sustained periods of time, making judgements and adapting to changing circumstances and priorities.</p> <p>Ability to gain and maintain commitment from colleagues by means of negotiation and building good professional working relationships.</p> <p>High levels of precision and skill using Word, Excel, and email.</p>	<p>Ability to use Powerpoint and other Office functions</p>
Experience & Knowledge	<p>Extensive knowledge of a business environment, policies and practice in relation to complex administration</p> <p>Considerable experience of supervising and leading staff teams</p>	<p>Financial experience of a school budgets – knowledge of SIMS FMS</p>

	<p>Experience of maintenance and deployment of resources in an organisation.</p> <p>Experience of contributing strategically in meetings with Senior Leadership teams</p> <p>Significant experience of successfully delivering against personal and organisational targets, objectives and/or services.</p> <p>Thorough understanding and experience of line managing and administering the Performance Review systems.</p> <p>Experience of managing premises, looking at possible risks when dealing with specialist provision, predicting maintenance and keeping the environment safe</p> <p>Experience of the implantation of HR policy and practice within a working environment.</p> <p>Experience of implementing changes in employment law and health and safety regulations</p>	<p>Relevant experience of school and LA policies</p>
<p>Core Qualities</p>	<p>Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.</p> <p>Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.</p> <p>Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.</p> <p>Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.</p> <p>Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.</p> <p>Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.</p>	