



PERSON SPECIFICATION

Office Manager

Category	Essential	Desirable
Qualifications		
Educated to GCSE grade A–C or equivalent in English and Maths	*	
Business or HR Related qualifications		*
Administrative/PA-related qualifications		*
Evidence of continued professional development		*
Safer Recruitment Trained		*
Experience		
Previous administrative experience, ideally within an education institution or a fast-paced environment	*	
Experience of developing and maintaining confidential data records, e.g. personnel file/sickness/payroll		*
Experience of using a Management Information System or HR portal for employee records (such as Integris/SIMS/DES)		*
Experience of carrying out thorough audits to ensure policies and procedures are followed	*	
Experience of co-ordinating recruitment campaigns and conducting onboarding procedures		*
Experience of marketing an organisation and promoting employment opportunities using social media platforms as well as maintaining the organisation's website		*
Experience of payroll management and checking		*
Experience of clerking/minuting meetings		*
Awareness of Ofsted requirements and the Single Central Register		*

Skills		
Excellent interpersonal and communication skills	*	
Committed to learning new skills and pursuing professional development	*	
Well-developed IT skills using office software systems	*	
Ability to interpret legislation and supporting policies	*	
Excellent organisation skills and the ability to prioritise tasks, managing your time effectively to meet conflicting deadlines	*	
Excellent teamwork and collaboration skills		
Confident in using Outlook and Teams	*	
A clear understanding of current GDPR legislation	*	
Clean driving licence		*
Knowledge of Trust/academy governance		*
Qualities & aptitude		
Reliable, effective punctual team member whose attendance is regular	*	
Readiness to show sensitivity and flexibility to suit the circumstances	*	
A positive and optimistic attitude	*	
Have a clear view of appropriate personal work/life balance	*	
Accustomed to using own initiative and the ability to work independently or liaise effectively with professional colleagues from a range of support services	*	

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.