



**LOVERS' LANE PRIMARY SCHOOL
PERSON SPECIFICATION
Office Manager**



	Essential	Desirable
Management	<ul style="list-style-type: none"> ❖ Excellent task management skills both for self and others – ability to meet tight externally and internally set deadlines 	Ability to manage all aspects of a team from recruitment to resource allocation
Experience	<ul style="list-style-type: none"> ❖ Experience of managing a school office ❖ Significant experience of preparing budget, budget monitoring information, final accounts and reporting. ❖ Considerable relevant work experience of managing administrative (or similar) services or functions. ❖ Planning and development of administrative functions to meet the current and future needs. ❖ Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts and buy backs. ❖ Management and development of a team. ❖ Experience of using SIMS / Scholarpack ❖ Knowledge and understanding of employee pay and conditions of service. 	<ul style="list-style-type: none"> ❖ Experience of working in a financial capacity in a large organisation. ❖ Experience of working at a senior level in a school's financial management environment ❖ Ability to work as a member of the extended leadership team and contribute in an effective way.
Finance	<ul style="list-style-type: none"> ❖ Experience of using and developing computerised management financial information systems (FMS) ❖ Experience of producing timely and accurate management accounts. ❖ Experience of providing financial expertise and advice to budget holder. 	<ul style="list-style-type: none"> ❖ Experience of working in a finance background ❖ Experience of producing business plans. ❖ Experience of bank account school status ❖ Experience and knowledge of standing order and financial regulations.
Practical skills	<ul style="list-style-type: none"> ❖ Good organisation and an ability to prioritise ❖ Ability to co-ordinate budget preparation, budget monitoring and final accounts. ❖ High level of IT skills 	
Communication	<ul style="list-style-type: none"> ❖ Effective written and oral communication ❖ Ability to explain financial concepts to non-financial managers and school governors. ❖ Good negotiation skills and powers of persuasion ❖ Ability to communicate effectively, orally and in writing with people at all levels ❖ Be confident to hold difficult conversations when needed. 	<ul style="list-style-type: none"> ❖ Experience with challenging and vulnerable clientele ❖ Develop strategies for creating community links and engaging parents
Personal qualities	<ul style="list-style-type: none"> ❖ Be a good communicator and listener ❖ Have the ability to motivate others ❖ Be sensitive to the needs of others without compromising vision ❖ Able to work under pressure in a busy environment 	

	<ul style="list-style-type: none"> ❖ Ability to work with clearly defined deadlines ❖ Ability to work effectively with others. ❖ Ability to hold others to account. ❖ Ensure a happy, challenging and effective working environment in the school office. ❖ Develop good personal relationships within a supportive team; ❖ Establish and develop close relationships with parents, governors and the community; ❖ To be able to work enthusiastically in a pupil centred environment 	
Strategic thinking	<ul style="list-style-type: none"> ❖ Promote the school's aims positively, and use effective strategies to monitor motivation and morale; ❖ Problem solver, strategic thinker and planner ❖ Ability to provide strategic financial advice to Senior Leadership ❖ An ability to take initiative in identifying and seeing through innovative solutions and problems 	Detailed knowledge and full familiarisation of school policies and procedures.
Safeguarding	<ul style="list-style-type: none"> ❖ Ability to take responsibility for whole school safeguarding and keeper of the Single Central Record ❖ Knowledge of Health and Safety Management procedures ❖ Knowledge of risk assessment and hazard identification procedures. 	
Technology/ IT Skills	<ul style="list-style-type: none"> ❖ Highly efficient in using MS Office, Excel, Outlook, Word, and is a problem solver, strategic thinker and planner. 	Confident and efficient in using Nottinghamshire Intranet, BMS, P2, FMS and Scholarpack
Education and Training	<ul style="list-style-type: none"> ❖ A good academic standard of general education to GCSE, A-Level, NVQ Level 3 or equivalent. ❖ Work experience across a specialist or technical area 	
Equal Opportunities	<ul style="list-style-type: none"> ❖ Nottinghamshire County Council and its staff have a Statutory obligation to implement anti-discrimination and equal opportunities when carrying out their duties. 	