



Peartree Way Nursery School

Office Manager – Person Specification

Attributes	Essential	Desirable
Qualifications	<p>Good general standard of education with qualifications GSCE Maths and English</p> <p>Willing to undertake necessary training when required</p> <p>Evidence of recent and relevant training</p>	<p>Evidence of accredited learning at NVQ 4 or equivalent relevant to the post.</p> <p>Paediatric First Aid</p>
Experience	<p>Experience of working in an office environment at senior level.</p> <p>Experience of Microsoft Office packages to include Word and Excel.</p> <p>Experience of using Arbor</p> <p>Experience of managing pay related matters and invoices and maintaining accurate financial records</p> <p>Experience of managing school administration related to HR and absence and maintaining personnel records</p> <p>Experience of maintaining school single central record</p> <p>Experience in having to prioritise demands and meet multiple needs.</p>	<p>Experience of working in a maintained Nursery School</p> <p>Experience of compliance with the requirements of regulatory bodies.</p>

	<p>Experience in the use of databases and software packages.</p> <p>Experience of working in a people focused operation.</p>	
Knowledge	<p>Ability to provide a first point of contact service for visitors, staff and pupils</p> <p>Excellent communication skills (both verbal and written)</p> <p>Excellent Numeracy Skills</p> <p>Well- developed organisational, decision making, problemsolving, time management and prioritisation skills</p> <p>Ability to word process documents quickly and accurately</p> <p>Experience and knowledge of safeguarding requirements</p>	<p>Knowledge or understanding of school procedures and regulations including Health and Safety requirements</p> <p>Knowledge of Administration and Finance</p> <p>Evidence of developing ICT systems to improve administrative and financial systems.</p>
Skills and Abilities	<p>Ability to organise, lead and motivate staff</p> <p>Warm and approachable manner and the ability to relate to a wide range of staff, children and visitors</p> <p>Ability to prioritise and work to tight deadlines whilst retaining professional composure.</p> <p>Excellent organisational skills.</p>	<p>Good analytical ability allied with skills in interpreting, understanding and acting on information from various sources.</p> <p>Experience of using Arbor</p>

	<p>Awareness of the importance of confidentiality and data protection</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Smart professional appearance.</p> <p>Good sense of humour</p>	
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