



Person Specification

JOB TITLE:	Office Manager
DATE:	July 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Broad, generalist understanding of Multi Academy Trusts or educational settings	D	✓		✓	✓
2. A good standard of education demonstrating English and Maths.	E	✓	✓		
3. Basic awareness of corporate procedures (e.g. financial, governance and/or HR).	E	✓	✓	✓	
4. Ongoing commitment to CPD.	D	✓		✓	
Experience					
5. Demonstrable administrative experience which includes efficiently maintaining accurate and confidential records.	E	✓		✓	
6. Experience of working in an Office Management / PA role.	E	✓		✓	✓
7. Contributed to briefing or training for colleagues.	D	✓		✓	
8. Experience of leading a team to deliver high quality customer service.	D	✓		✓	
9. Using MS Office 365 suite of software packages including Word, Powerpoint, Teams and SharePoint.	E	✓	✓	✓	
Skills and competencies					
10. Good organisational skills to prioritise and manage a workload of self and others effectively and meet deadlines.	E		✓	✓	

11. Ability to maintain confidentiality.	E	✓		✓	
12. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓	✓	✓	
13. Excellent literacy skills with accurate spelling, punctuation and grammar.	E	✓	✓		
14. Ability to build effective working relationships at all levels within an organisation and with external partners.	E	✓		✓	
15. Effective problem-solving skills.	E	✓	✓		
16. Well-developed IT skills in Microsoft Office suite.	E	✓	✓		
17. Ability to use initiative and also work autonomously.	E	✓		✓	
18. Ability to support and challenge others to provide an effective customer service to all stakeholders.	E	✓		✓	
19. Attention to detail to ensure accuracy.	E		✓	✓	
Other					
20. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
21. Supportive and co-operative team member with a positive attitude and commitment to the team with the ability to encourage ideas, initiative and innovation in others.	E	✓		✓	
22. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
23. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
24. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	