



Office Manager Person Specification

- At least 3 years proven work experience as a full-time office manager or PA
- Extensive experience supporting Managers
- Knowledge of office management systems and procedures
- Previous experience in administration in a school is preferable
- Excellent MS Office and English proficiency
- Up-to-date with latest office gadgets and applications
- Outstanding organisational and time management skills
- Efficient, calm and resilient
- Independent
- Ability to multitask, prioritise daily workload
- Continue until the task is completely finished and the desired result achieved
- Excellent verbal and written communications skills
- Skilled problem solver
- Able to offer good ideas
- Compassion, empathy, discretion and confidentiality
- Qualifications in touch typing, office systems management, short-hand, book keeping etc. desirable
- Experience with QuickBooks desirable but training can be provided
- PA diploma or certification would be considered an advantage



Approved Assessor for
Disabled Students'
Allowance



Guild Member
Assessment Practising
Certificate holder



INPP
Practitioner



AMBDA Status

PATOSS

Associated
Member

Clarity SEN Consultancy Ltd. Company Number: 11567895 DfE Number : 881/6073

Bridge Farm Barn, Woodhill Road, Sandon, CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk