

# Lancashire County Council

Person specification form		
<b>Post title:</b> OFFICE MANAGER	<b>Grade:</b> 6	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> ST. CHARLES' RCP SCHOOL, RISHTON		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
<b>Qualifications</b>		
GCSEs or equivalent (Grade C or above) in English and Mathematics	E	AF
Higher Level Qualifications at A level or equivalent	D	AF
Evidence of continuing professional development	E	AF/I
NVQ2 or above in Administration	D	AF
First Aid Qualification	D	AF
<b>Experience</b>		
Experience of working in a school office environment (ideally in a supervisory role, although this is not essential)	E	AF/I/R
Experience of line managing staff	D	AF/I/R
Experience of using schools' administrative and financial systems, including SIMs.net, Finance 6 (FMS)	E	AF/I/R
Experience of managing school business functions, including finance, HR and procurement	D	AF/I/R
Experience of premises management, and health and safety	D	AF/I/R
Experience of a range of financial responsibilities including accounting for cash and preparing accounts.	E	AF/I/R
Experience of development, management and operation of administrative systems	E	AF/I/R
Experience of managing budgets	D	AF/I/R
Experience of the maintenance of computerised records	E	AF/I/R
<b>Knowledge, skills and abilities</b>		
Knowledge, skills and abilities Knowledge of school funding and financial procedures	D	AF/I/R
Ability to interpret advice/statute and devise policy/practice in the light of these	D	AF/I/R

Knowledge of Oracle Fusion and School's Portal	D	AF/I/R
Excellent communication and inter-personal skills	E	AF/I/R
Ability to work independently and as part of a team	E	AF/I/R
Highly motivated with the ability to work using own initiative	E	AF/I/R
Ability to work to tight deadlines	E	AF/I/R
Ability to be flexible and to adapt to the changing needs of the school	E	AF/I/R
Enthusiastic & motivated	E	AF/I/R
Ability to evaluate and develop administrative systems to create more efficient practices.	E	AF/I/R
Fully competent in the use of ICT packages, e.g. Microsoft Word, Excel	E	AF/I/R
Able to relate well to children, parents and members of the public	E	AF/I/R
Friendly and approachable with a welcoming and professional manner	E	AF/I/R
Ability to establish and maintain confidential and sensitive relationships with parents, staff and pupils.	E	AF/I/R
<b>Other</b> (including special requirements)		
1. Commitment to support the distinctive Catholic nature of St. Charles School	E	I
2. Commitment to safeguarding and protecting the welfare of children and young people	E	I
3. Commitment to equality and diversity	E	I
4. Commitment to health and safety	E	I
5. Satisfactory attendance record/commitment to regular attendance at work	E	R
<b>Prepared by:</b> PATRICK KENNEDY		<b>Date:</b> 25/6/2024
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		