

## Person Specification – School Business Support Manager

**Post Title:** Office Manager

**Grade:** Grade 6

**Date:** 22/05/2025

Criteria	Essential	Desirable
Experience overseeing/administering office systems	✓	
Experience supervising and developing staff	✓	
Experience managing HR systems and staff appraisals	✓	
Experience producing statutory/annual returns	✓	
Experience attending/reporting to Governor or Leadership meetings		✓
Experience in school-specific data submissions and reporting		✓
Ability to coordinate and implement office procedures	✓	
Strong interpersonal skills for liaising with parents/external agencies	✓	
Competence in producing reports and management information	✓	
Capability to monitor quality assurance systems	✓	
Ability to develop marketing/promotional content for school		✓
Ability to contribute to/manage teacher cover and supply systems		✓
Understanding of administrative and clerical procedures	✓	
Basic understanding of HR compliance and staff conditions	✓	
Responsibility for administration systems and supervising staff	✓	
Reporting to senior leadership and producing regular school data	✓	
Involvement in developing new initiatives for school administration		✓
Willingness and ability to work autonomously with minimal supervision	✓	
Mobility/flexibility to support school operations (car not essential)		✓