



Office Manager Person Specification

Section	Essential and Desirable Criteria	Method of Assessment
Education and Formal Training/Qualifications	<p>Essential</p> <p>'A' level qualification/equivalent, or higher</p> <p>Desirable</p> <p>Relevant qualifications e.g. Microsoft Office</p>	<p>Application Form – certificates will be required at interview</p>
Experience/Knowledge	<p>Essential</p> <p>Line management / supervision of staff</p> <p>Experience of developing and managing systems in support of efficient office and admin activities</p> <p>Experience of day to day maintenance of office IT systems and in the use of word processing, databases and spreadsheets.</p> <p>Understanding of principles and practice of data protection legislation</p> <p>A commitment, knowledge and understanding of Equal Opportunities</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>



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	<p>Desirable</p> <p>Understanding of need to support bereaved children</p> <p>Experience of working in a charity</p> <p>Knowledge and experience of health & safety legislation</p> <p>Experience of supporting development of policies and procedures</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p>Competencies</p>	<p>Essential</p> <p>Excellent communication skills</p> <p>Excellent planning and administration skills</p> <p>Attention to detail and high levels of accuracy</p> <p>Excellent skills across the Microsoft Office programmes</p> <p>Ability to set and manage own priorities, work independently and act on own initiative</p> <p>Drive and passion</p> <p>Good interpersonal skills (<i>warm personality, emotionally open, sense of humour</i>)</p> <p>Strong team player:</p>	<p>Application form/interview</p>



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	<p>1) <i>an understanding of the importance of having a cohesive and supportive staff team and the importance of interdependence in achieving goals</i></p> <p>2) <i>an understanding and willingness to work flexibly and be adaptable to the needs of the organisation</i></p> <p>Ability to work effectively with people at all levels</p> <p>Able to work well under pressure and meet deadlines</p> <p>Ability to collate, interpret and present information</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p>Other requirements/ Constraints</p>	<p>Essential</p> <p>Ability to drive and provide a vehicle</p> <p>Willingness to work outside normal office hours as required</p>	<p>Application form/interview</p> <p>Application form/interview</p>