

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>	Application Form – certificates will be required at interview
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>

Office Manager Person Specification

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

Office Manager Person Specification

	<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>
Other requirements/ Constraints	<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>