



Deputy Office Manager Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
LEGAL REQUIREMENTS	Enhanced DBS checks included children's barred list and right to work in the UK.	
QUALIFICATIONS Principally assessed through letter and application form	GCSE A* - C in English and Maths.	AAT qualification or working towards AAT qualification
EXPERIENCE and PROFESSIONAL COMPETENCE Principally assessed through letter, application form	Experience in a similar Finance role, including any of the following: - Ledgers - Sales Ledger - Purchase Ledger - General Ledger - Cash book – Bank reconciliation - Accounting, banking and other financial software Working as part of a team. Working with the public. Working in a professional environment with confidential information. Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues Experience of using a variety of different accounting and other software packages including Microsoft Excel and Word	Experience in a school / public sector context Knowledge /experience of universal credit and assessment of household income.
KNOWLEDGE Principally assessed through letter and interview process	Knowledge of Finance and Accounts computer-based system Knowledge of financial frameworks for school including - Scheme of Delegation - Financial Policies and Procedures - VAT Requirements	Knowledge of school base Finance systems including ParentPay and Tali
COMMUNICATIONS Principally assessed through letter and interview process	Have excellent written and verbal communication skills Ability to use IT technology to communicate professionally Maintain professional confidentiality	



Wood Green Academy

AND SIXTH FORM CENTRE

Wood Green Road
WEDNESBURY
West Midlands

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0121 506 4609
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WS10 9QU
admin@woodgreenacademy.co.uk
Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

PERSONAL ATTRIBUTES

Principally assessed through references, letter and interview process

To be committed to safeguarding and promoting the welfare of children and young people.

Interpersonal skills that equip the appointee to relate effectively to members of staff, students, parents, external partners, suppliers, auditors.

Effective leadership skills, professional role model and works effectively and flexibly as a member of a team

Ability to work under pressure, accurately and meet deadlines. Work effectively as a member of a team

Ability to manage a range of priorities and prioritise responses.

Flexibility and willingness to be involved in the school.

Committed to continuing to learn through professional development.

Excellent telephone and email manner.

Be an effective role model through presentation and personal conduct

Confident, determined, enthusiastic, reliable and organised



EXCELLENCE AS STANDARD

Company number: 07538389