

Person Specification – Office Manager

	Essential	Desirable
Experience	Experience of developing and using administrative and financial systems	Knowledge/experience of working in the early years sector.
	Experience of managing and organising own workload	Experience of working within the voluntary sector and with voluntary Management Committees
	Proven strong project management skills.	<i>Knowledge of Ofsted requirements, the EYFS and other quality indicators.</i>
	Experience of supervising staff.	<i>Child protection certificate (within 3 yrs)</i>
	<i>Proven Strong Leadership skills.</i>	
	<i>Strong financial skills and experience</i>	
	<i>Excellent ICT Skills and experience</i>	
Knowledge & Abilities	A commitment to working as part of a team and an ability to instil in others the benefits and values of working well together.	Proven experience of liaising with external agencies
	Excellent proven communication skills	
	<i>A positive attitude.</i>	
	<i>An understanding and a passion for the vision and values of the BCPH and a desire to promote its inclusive nurturing ethos.</i>	
	<i>A sound knowledge of Equal Opportunities.</i>	
	A desire to continuously develop your own practice and that of the team through relevant training opportunities.	
	Knowledge of required policies and procedures and ability to develop and implement them.	
	Ability to work as a team member and lead, supervise and motivate others.	