

Office Manager

Qualifications:

You can become an office manager with any degree subject or HND (Higher National Diploma), but the following subjects may be particularly helpful:

- Business administration/business management
- computing and information technology
- human resource management
- management
- public administration.



Entry without a degree, HND or foundation degree is possible if you have relevant office experience and skills. Many office managers enter at office administrator level and work their way up through experience. Some employers will ask for a management qualification at office manager level.

If you're 16 or over and not in full-time education, there are opportunities to take an apprenticeship in business and administration at intermediate, advanced, and higher levels. At higher level, you could train for a role as an office manager.

Working hours:

You'll typically work a 35-hour week, although you may need to start early or stay late during busy periods. There may be opportunities for part-time work or job sharing.

Salary:

Typical starting salaries may range from £18,000 to £30,000.

With experience, salaries can rise to between £30,000 and £50,000.

Office manager positions in areas such as the NHS and higher education will usually follow a grading structure.

