**SUPPLEMENTARY QUESTIONS – OFFICE MANAGER**

1. **Do you have the legal right to reside permanently in the country where this role is based?**
2. **Do you currently live within a commutable distance of this role’s location?**
3. **What is your current or most recent salary, and what are your salary requirements for your new position?**
4. **Please state the amount of notice you would need to give, if any, before being able to start a new role.**
5. **Please outline your office management experience.**
6. **Which of the following do you have experience of:**  
   - HR administration   
   - Recruitment administration   
   - Health and safety administration   
   - Office facilities management, including overseeing relationships with suppliers   
   - Data protection   
   - IT co-ordination  
   - Confidential minute taking   
   - Social media and website maintenance   
   - Maintaining databases and extracting/collating data for reports
7. **Do you have a minimum of GCSEs in Maths and English, or equivalent?**

**Please feel free to provide a cover letter or any additional information which you feel may support your application.**