



MILECASTLE PRIMARY SCHOOL

Person specification: Finance and Admin Officer

	Essential criteria	Desirable criteria	Evidence by
Qualifications and training	GCSE or equivalent level qualifications in English and mathematics. Experience in using 'Microsoft Office'. Knowledge of school based admin systems. Good word processing skills. Willingness to undertake additional training.		Certificates Application form Interview
Experience	Office skills including managing the telephone, text and e mail systems. Experience of SIMS. Administrative/financial competence including cash handling. Working as part of a team in a busy office environment.	Experience of administering the Single Central Register, School Comms online payment and communication system. Website administration.	Interview Application form
Skills and knowledge	Confidentiality. Sensitivity. Ability to multi-task, to work to deadlines and under pressure. People management skills. Excellent communication skills including dealing with all telephone and in-person communication.	Knowledge of Ofsted safeguarding requirements.  School/office systems. Data Protection issues.	Interview
Other	Friendly and approachable manner. Awareness of health and safety issues. Positive attitude. Adaptable and flexible. Excellent time management and organisational skills. Ability to work under direction.		Interview.

	<p>Awareness of Equal Opportunities.</p> <p>Enhanced Certificate of Disclosure from the Criminal Records Bureau.</p> <p>Additional criminal record checks if applicant has lived outside the UK.</p> <p>A Barred List check.</p> <p>Medical clearance.</p> <p>Reliable</p>		
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