

### Part A: Application Stage

The following criteria (experience, skills and qualification) will be used to shortlist at the application stage.

#### Essential

1	Level 4 qualification in Administration, Business or equivalent
2	At least 3 years previous administrative experience
3	Experience of establishing and maintaining a range of information systems, including ensuring accuracy of complex databases and spreadsheets
4	Experience of developing and improving business systems and processes to improve efficiency and standards of service
5	Experience of delivering services that meet the needs of a range of customers
6	Experience of managing budgets, invoice and ordering procedures
7	Previous supervisory responsibility
8	Able to work under pressure to tight deadlines on a number of different projects
9	Experience working in or with schools
10	Evidence of positive engagement in own continuing professional development

#### Desirable

11	Relevant professional qualification e.g. Level 4 Diploma in School Business Management (previously CSBM)
12	Experience of using SIMS (including FMS) and other IT systems to maintain pupil and staff records, financial data, run reports, analyse data and produce management information.

### Part B Assessment Stage

The criteria below will be explored at the assessment stage for shortlisted candidates.

		Interview	Tasks
1	Ability to work collaboratively to achieve shared priorities	✓	
2	Ability to establish positive relationships with a range of stakeholders	✓	
3	Ability to present information in a logical and systematic manner and to interpret figures with skill and understanding	✓	✓
4	Ability to plan and prioritise workload	✓	✓
5	Ability to work using own initiative and as part of a team	✓	✓
6	Ability to communicate both orally and in writing to a wide range of audiences	✓	✓
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Emotional resilience in working with challenging behaviours;</li> <li>• Attitude to use of authority and maintaining discipline</li> </ul>	✓	
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post	✓	



## HOTSPUR PRIMARY SCHOOL

### FINANCE AND ADMINISTRATION MANAGER – PERSON SPECIFICATION



#### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed.

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal records checks if applicant has lived outside of the UK
3	Children's Barred List check
4	Occupational health clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)