**Gosforth Central Middle School**

**Admin & Finance Officer, 37 hours per week**

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| CRITERIA | ESSENTIAL | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | Completed application and safe recruitment forms  * References to be taken up after successful shortlisting |  | * Application Form * References |
| QUALIFICATIONS | 5 GCSEs including Maths and English (Grade A-C) or equivalentNVQ level 3 or equivalent in Finance, Business or related field | * NVQ level 4 or equivalent in Finance, Business or related field. * Relevant current First Aid qualifications | * Application form * Interview |
| EXPERIENCE | * Experience of working in a finance role within a busy office environment * Experience of school management information systems * Experience in providing a high level of customer service * Experience of reviewing and developing admin and financial processes | * Experience of working in a finance role within a school or educational environment | * Application form * References |
| SKILLS, KNOWLEDGE and APTITUDE | * Advanced knowledge of Microsoft and other software, with the ability to maintain and manipulate data to produce reports * Excellent communication and customer service skills, committed to providing a quality service * Able to demonstrate an organised, systematic and consistent way of working to meet strict deadlines. * Self-motivated team player * Commitment to confidentiality and the ability to handle sensitive information. * Demonstrate an awareness of safeguarding issues | * Experience of using specific school related systems such as: * Arbor and ParentPay * FMS and FAMIS (E5) * Experience of updating and managing website content | * Application form * Interview tests * References * Interview |
| PERSONAL ATTRIBUTES | * Personable, honest, reliable and trustworthy * Adaptable and flexible * Ability to work on own initiative * Ability to work effectively as an individual and as a team member * Ability to communicate effectively with all stakeholders (including staff, parents, pupils, and visitors) * Discretion and confidentiality |  | * Interview * Interview Tests * References |