**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
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| 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
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| 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
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| 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
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| 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
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