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| **PERSON SPECIFICATION**  - Administrative and Finance Officer | | |
| **FACTOR** | **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **WORK RELATED SKILLS/ KNOWLEDGE**  **DESIRABLE** | 1. Sound literacy and numeracy skills 2. Excellent communication skills 3. Ability to work as part of a team 4. Comprehensive ICT skills (including use of finance systems and SIMs) 5. Excellent organisational skills 6. Excellent interpersonal skills 7. Knowledge and or experience of school Admin and Finance systems | Application & interview |
| **EXPERIENCE/ QUALIFICATIONS/ TRAINING**  **DESIRABLE** | 1. English and maths GCSE 2. Evidence of continuing professional development 3. Sound knowledge of ICT packages eg Microsoft Word, Excel, Publisher 4. Experience of customer services work 5. Experience of handling cash and banking procedures   1.) Further qualification in school finance/business management | Application, certificate  Application, interview  Application, interview  Application, interview  Application, interview |
| **WORK RELATED CIRCUMSTANCES** | 1) Suitable to work with, and commitment to safeguard children  2) Ability to manage own time effectively  3) Ability to work under pressure and to deadlines  4) Ability to deal with challenging situations  5) Experience of working in a school or similar setting | Application, DBS, interview  Application, interview  Application, interview  Application, interview  Application, interview |