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| --- | --- | --- | --- | --- |
| 1. Qualifications and Experience
 | Essential  | Desirable | Application | Interview and Task |
| Good GCSEs/O-levels (Grade A\*-C) or equivalent including English and Maths as a minimum | √ |  | √ |  |
| Experience of MS Office, including Word and Excel | √ |  | √ | √ |
| Experience of office administration and computer information systems | √ |  | √ | √ |
| Appreciation of the importance of confidentiality and sensitivity in dealing with pupils, parents and staff | √ |  | √ | √ |
| Experience of working in a busy and changing environment | √ |  | √ |  |
| Previous finance/accounting and administration experience |  | √ | √ |  |
| Experience of working in a school or similar environment |  | √ | √ |  |
| 1. Communication and Interpersonal Skills
 |  |  |  |  |
| Verbal and Written communication skills | √ |  | √ | √ |
| Ability to use office computer and finance software | √ |  | √ | √ |
| Ability to work constructively as part of a team, understanding school roles and responsibilities | √ |  | √ | √ |
| Ability to manage and deal with confidential data / issues appropriately | √ |  | √ | √ |
| Skills in organisation and administration | √ |  | √ | √ |
| Excellent time management skills and an ability to prioritise work effectively | √ |  | √ | √ |
| Ability to build and form good relationships with students, colleagues and other adults | √ |  | √ | √ |
| Ability to maintain accurate records and filing systems | √ |  | √ |  |
| A knowledge of book keeping |  | √ | √ |  |
| 1. Personal Qualities
 |  |  |  |  |
| Initiative and ability to prioritise one’s own work | √ |  | √ | √ |
| Able to follow direction and work in collaboration with line manager | √ |  | √ | √ |
| Able to work flexibly to meet deadlines and respond to unplanned situations | √ |  | √ | √ |
| Efficient and meticulous in organisation | √ |  | √ | √ |
| Desire to enhance and develop skills through CPD | √ |  | √ |  |
| 1. General Commitment
 |  |  |  |  |
| Commitment to the highest standards of child protection | √ |  | √ | √ |
| Recognition of the importance of personal responsibility for Health and Safety | √ |  | √ | √ |
| Willingness to conform to the school’s ethos, aims and its whole community | √ |  | √ | √ |
| Able to comply with the Safeguarding Children requirements of the post, including successful completion of DBS check | √ |  | √ | √ |