

PERSON SPECIFICATION

Qualifications/experience (essential unless stated desirable)

- Demonstrate levels of numeracy and literacy equivalent to GCSE (A to C) or equivalent.
- A background of general office practice.
- Experience of working as part of a team.
- Experience of handling money.

Knowledge and Understanding (essential unless stated desirable)

- Communication skills consistent with work within a busy office.
- Demonstration of a willingness to pursue training in any area of work relevant to the job description and grading of the post.
- Commit to and engage with on-going professional development, performance management, target setting and review.
- Use of a professional accounting system (essential) such as PS Financials (desirable) or similar.
- A solid level of knowledge and experience with spreadsheets and other MS products.
- Experience with Microsoft OneNote (desirable).

Attitudes, Skills and Abilities (essential unless stated desirable)

- A high regard to confidentiality.
- Accuracy and a keen eye for detail.
- Flexible and cooperative approach to work.
- Creative.
- Team participator.
- To be willing to support teachers and other staff in the delivery of a broad and balanced curriculum.
- Good communication skills: oral, written and ICT.
- Excellent ICT skills and a willingness to engage with, promote and embrace new technologies.
- Effective time management and meeting of deadlines/targets.
- Work with guidance, but under limited supervision.

Personal Qualities (essential unless stated desirable)

- A keen conscientious worker with a pleasant and helpful attitude.
- Able to work independently with minimum supervision, but also able to work well as a team with all other members of staff under the direction of the Business and Finance Managers.
- Effective relationships with students, staff, parents, community and trustees.
- Able to communicate effectively with parents, pupils and with visitors to the school.
- Calm under pressure.
- Discreet at all times.
- Potential for future career progression.
- Enthusiasm and optimism.
- High standards of professionalism.
- Hard working and committed.
- Positive.