

Person Specification – Finance & Administration Officer

	Essential The Applicant will have...	Desirable The Applicant may have....	How Identified
Qualifications & Education	<ul style="list-style-type: none"> • Good standard of education including English and Mathematics (GCSE Grade C/4 or above or equivalent). 	<ul style="list-style-type: none"> • Relevant administrative or financial qualifications. 	Application form Certificates
Experience	<ul style="list-style-type: none"> • Experience working in an administrative or office environment. • Experience undertaking financial administration tasks. 	<ul style="list-style-type: none"> • Experience working within a school or education setting. • Experience working with school financial management systems. • Experience preparing documentation for meetings. • Experience liaising with contractors or external agencies. 	Application form References
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of administrative processes within a busy working environment. • Awareness of confidentiality and data protection requirements. 	<ul style="list-style-type: none"> • Knowledge of school systems such as Bromcom or ParentMail. • Understanding of health and safety and premises compliance in schools. 	Interview References
Personal Qualities	<ul style="list-style-type: none"> • Honest, reliable and trustworthy. • Motivated and enthusiastic. • Flexible and adaptable. • Professional and approachable. 	<ul style="list-style-type: none"> • Commitment to supporting the wider life of the school. 	Interview References
Skills	<ul style="list-style-type: none"> • Excellent organisational and administrative skills. • Strong written and verbal communication skills. • Ability to work with accuracy and attention to detail. Strong ICT skills including Microsoft Office (Word, Excel, Outlook). • Ability to manage multiple tasks and meet deadlines. 	<ul style="list-style-type: none"> • Experience using school communication systems. 	Application form References
Abilities	<ul style="list-style-type: none"> • Ability to work both independently and as part of a team. • Ability to prioritise workload effectively. • Ability to remain calm and professional in a busy environment. • Ability to interact positively with both children and adults. 	<ul style="list-style-type: none"> • Experience working in a school office environment. 	Application form References