



Person Specification – Administrative and Finance Officer

Broadway East First School May 2019

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Excellent written and oral communication skills, including the use of standard English.
2	Excellent IT skills including working knowledge of Microsoft Office (particularly Excel) and other systems and software appropriate to school office/finance work.
3	Financial or accounting qualifications (or relevant degree)
4	Experience of working with school budgets (or similar).
5	Ability to support, coach and lead other admin staff.
6	Ability to work effectively as part of a whole school team.
7	Experience of strategic planning.
8	Experience of working in a school office (or similar).
9	Excellent literacy and numeracy skills (at least grade C GCSE standard or equivalent).
10	Previous training relevant to the role.
11	Knowledge and working use of SIMS.
12	Problem solving and analytical skills.
13	Proven track record of working well under pressure, using own initiative, organising time and prioritising tasks.
14	Knowledge of the statutory requirements related to GDPR and the ability to apply these to the school setting.

Desirable

15	Further qualifications relevant to the post (eg SBM qualification, A levels, accounting qualifications, degree etc).
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Part B: Assessment Stage

Essential

As above, Plus:

1	Resilience and ability to work in a very busy and demanding environment.
2	Flexible and positive approach to all aspects of school life.
3	Excellent inter-personal skills and the ability to represent the school in the role of 'front of

	house’.
4	Ability to work with the governors to make financial decisions and to plan expenditure while seeking best value for money.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ commitment to equality of opportunity and ability to follow the school’s equal opportunities policy ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

7	An interest in and understanding of developments in education.
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The following methods of assessment will be used:

Method	
Interview	Yes
Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
3	Medical clearance
4	(For qualified teachers only) Professional registration with the General Teaching Council for England
5	Two references from current and previous employers (or education establishment if applicant not in employment)