Person Specification A=Application, I=Interview, O=Other

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| Essential | Desirable  |  |
| Maths GCSE grade C or above | Book keeping / accounting qualification | A |
| English GCSE |  | A |
| IT skills | Experience of SIMs |  |
| Experience of budgeting | Experience of BMS | A, I |
| Experience of processing invoices, ordering, banking, cheques and payroll | Experience of processing invoices, ordering, banking, cheques and payroll in a school environment | A, I, O |
| Ability to produce administrative and budget reports | Experience of producing reports for Governors and L.E.A | A, I, O |
| Experience in a financial administration role | Experience in a school administration role | A, I,  |
| Understanding of GDPR regulations | Experience of Notts GDPR tool kit | A, I |
| Ability to meet deadlines |  | A, I |
| Initiative | Project management | A, I |
| Ability to work in a team |  | A, I, O |
| Ability to provide professional support and advice  |  | A, I |
| Ability to provide outstanding customer service | Experience of dealing with staff, parents, students and other professionals | A, I, O |
| Excellent time keeping and attendance |  | O |
|  | Understanding of safeguarding  | I |
| Engagement with professional development opportunities |  | I |

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| Personal Attributes |
| Professional approach to all aspects of the role | I |
| Ability to cope under pressure | I |
| Positive outlook | I |
| Strong desire to learn and progress | I |
| Respond positively to challenges | I |
| A sense of humour | I |
| Empathy | I |
| Respectful of others choices and opinions | I |
| Respectful of equality | I |
| Hardworking | I |
| Ability to form and maintain good professional relationships | I |
| Ability to reflect and learn  | I |
| Honest & trustworthy | I |
| Ability to adapt | I |
| Be flexible in approach | I |
| Compassion | I |
| Motivator | I |
| Problem solver | I |
| Conscientious  | I |