

Person Specification

A=Application, I=Interview, O=Other

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

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

