**Personal Specification**

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| **Qualifications, skills and knowledge** | **Essential** | **Desirable** |
| NVQ Level 3 or equivalent in a relevant qualification e.g. business administration, bookkeeping/ accounts |  | **/** |
| English and Maths at level 2 e.g. GCSE grade 4/C (or above), Functional skills level 2 | **/** |  |
| ICT user qualification e.g. ECDL/ICDL, CLAIT, MOS etc |  | **/** |
| First Aid qualification or willingness to undertake First Aid training | **/** |  |
| Experience of using Microsoft Word | **/** |  |
| Experience of using Microsoft Excel (including the use of formulas) | **/** |  |
| Experience of SIMS |  | **/** |
| Experience of working within an office, or similar environment, to time-based deadlines | **/** |  |
| Experience of finance processes |  | **/** |
| Good problem solving skills | **/** |  |
| Good communication and interpersonal skills | **/** |  |
| Good attention to detail | **/** |  |
| A team player with a collaborative approach who is also able to work autonomously | **/** |  |
| Ability to manage own time and prioritise tasks effectively and proven organisational skills | **/** |  |
| Positive, proactive and forward looking | **/** |  |
| Resilient and easily adaptable to change | **/** |  |
| Ability to form respectful and trusting relationships | **/** |  |
| The flexibility to meet the full range of job requirements | **/** |  |
| A commitment to safeguarding and promoting the welfare of children and young people | **/** |  |
| Awareness of the need to maintain confidentiality | **/** |  |
| Familiarity with safeguarding requirements in schools |  | **/** |
| An understanding of and commitment to equal opportunities | **/** |  |