

Person Specification

	Essential	Desirable
Education & Professional Qualifications	Good command of English and Maths to GCSE grade C or above or equivalent	
Experience	<p>Experience of working within a school</p> <p>Experience of undertaking financial administration in accordance with schools financial management scheme</p> <p>Experience of using an Education Finance and MIS software package (ie: SIMs / FMS / Bromcom)</p>	<p>Experience of preparing paperwork for reporting purposes</p> <p>Experience of liaising with contractors and external agencies</p> <p>An understanding of health, safety and security issues in school</p> <p>Experience of using all of the following Education Finance and MIS software packages: Bromcom / SIMs / FMS</p>
Skills	<p>Good interpersonal skills</p> <p>Excellent written and oral communication</p> <p>Able to deal with often sensitive information with absolute confidentiality.</p> <p>Well organised with excellent administrative and ICT skills including working knowledge of Microsoft Office Word, Excel, Outlook and Publisher</p>	<p>Experience of Iris Parentmail Communication system.</p> <p>Experience of Bromcom, My Child at School Communication system.</p>
Abilities	<p>Able to work as part of a team</p> <p>Ability to be flexible and respond effectively to the unexpected</p> <p>Able to work under pressure and to deadlines</p> <p>Ability to work independently and to prioritise own workload</p> <p>Ability to deal effectively with a wide range of adults and children</p> <p>Ability to work with a high level of accuracy and precision</p>	
Qualities	<p>Honest</p> <p>Reliable</p> <p>Trustworthy</p>	