

## Nursteed Community Primary School

### Person Specification: Finance and Admin Officer

It is a condition of employment at Nursteed Community Primary School that members of staff recognize their responsibility to safeguard and promote the welfare of children. To achieve this aim, the following person specification describes the knowledge, skills, aptitudes etc. that the governing body is seeking so that candidates are fully aware of them before applying.

	Essential	Desirable
<b>Qualification/ Knowledge</b>	Maths & English (GCSE – Level 5 or above)	Have recent, relevant professional training appropriate to the role for example in financial management, or school business management.
<b>Experience</b>	Administrative experience, using Word and Excel, undertaking secretarial duties.  Budget setting and management	Experience of working in a school office environment.  Be aware of national guidance and local procedures for safeguarding and promoting children’s welfare, and relevant roles and responsibilities within these.  Be familiar with relevant polices / codes of practice / legislation.  Have experience of managing a website to keep it up to date.  Be able to create and send letters and newsletters
<b>Skills</b>	Able to work in a way that promotes the safety and wellbeing of children  Provide a welcoming first point of contact at all times for people who come to the school.  Be able to relate well to children and adults, communicating clearly, accurately and helpfully with staff, children, parents, visitors and contractors, face to face and on the telephone.  Possess excellent Maths, English and ICT skills.  Be able to interpret advice / statute sensitively and accurately.  Be able to prioritise, plan and organise own work.  Flexible and responsive to changing demands with a positive attitude	Be able to evaluate own learning needs and actively seek training opportunities.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and understanding</b>	<p>Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people</p> <p>Health &amp; Safety within the workplace</p>	<p>Knowledge of School MIS systems</p> <p>Safeguarding qualification, e.g. DDSL</p>
<b>Personal Qualities</b>	<p>Hard working</p> <p>Determination to do a good job.</p> <p>Remain calm under pressure, and able to work with regular interruptions.</p> <p>Be an excellent organizer, managing your own time and the time of those you manage, well.</p> <p>Deal sensitively with people, being kind and supportive when needed.</p> <p>Seek advice and support when necessary.</p> <p>Be committed to maintaining confidentiality.</p> <p>Show initiative, resourceful and a drive to support the smooth running of the school.</p> <p>Able to promote equal opportunities.</p>	<p>Show commitment to professional development, appropriate to fulfilling role.</p>