The Piggott School

Person Specification:
Finance and Administration Officer - Educational Visits

Professional Attributes:	**Essential**	**Desirable**
Excellent written and verbal communication skills, interpersonal skills, be positive and approachable	✓	
Strong literacy and numeracy skills, with high accuracy when handling financial data and figures	✓	
Proficient in Microsoft Excel, including the ability to create, format, and manage complex spreadsheets using formulas to track income, expenditure, and budget variances	✓	
Experience of financial administration, including budget creation, reconciling accounts, monitoring payments, and identifying discrepancies	✓	
Competent in using finance, budgeting, or cashless payment software (or the ability to quickly learn bespoke school systems)	✓	
Ability to work within a team working environment and also able to work independently	✓	
Confidentiality at all times	✓	
Experience of working in a school		✓
Experience of using school-specific finance, MIS, or payment platforms (e.g., ParentPay, Arbor, Bromcom, PS Financials, or Tucasi/Scopay)		✓

Personal Attributes:	**Essential**	**Desirable**
Ability to support and promote the values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Highly effective organisational and management skills and excellent attention to detail	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for all members of our school community	✓	
Enthusiasm for being involved in the life of a busy school	✓	

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Awareness of safeguarding children issues and good practice in E-Safety	✓	
Calm under pressure, adaptable and energetic	✓	
A sense of responsibility	✓	
A sense of humour	✓	
Flexibility and able to use initiative	✓	