

**Cathedral Schools Trust - Central Team
CST Finance and Estates Officer**

Person Specification

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

	Essential	Desirable
Education and Training		
Health and Safety qualifications such as IOSH, NEBOSH, Asbestos Awareness etc		√
Fully competent in using MS Office, including Word and Excel. Training and experience of office administration, word processing and IT systems	√	
Previous experience using Google Sheets and Google Docs		√
Previous experience in PS Financials/Iris Financials finance system		√
Professional and Experience		
Experience of managing 3rd parties, external organisations, parents and working in a school environment		√
Experience of working in an Estates or Facilities environment		√
Experience of working constructively as part of a team, understanding roles and responsibilities and your own position within these	√	
Experience of undertaking a range of administrative tasks	√	
Knowledge and Skills		
Knowledge of education sector		√
Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others	√	
Able to plan and manage a busy workload	√	
Able to find solutions and make rational, well informed and pragmatic decisions	√	

Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
Ability to adapt workload should urgent issues arise.	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	

Essential: these are qualities without which the applicant could not be appointed;

Desirable: these are extra qualities which can be used to choose between applicants who meet all of the essential criteria

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.