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|  | Essential   | Desirable  |
| Qualifications  | * Maths & English (GCSE – Level 5 or above)
* Willing to pursue further professional development
 | * A Levels or equivalent qualification
* AAT or other financial qualification
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| Experience  | * Worked within an administration and finance function
 | * Worked within a primary school setting
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| Knowledge and understanding  | * Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people
* Health & Safety within the workplace
 | * Knowledge of Access Finance System and Sage
* Knowledge of Arbor
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| Skills  | * Able to work in a way that promotes the safety and wellbeing of children
* Excellent organisation and communication skills
* Confident and competent with finance and spreadsheets
* Excellent consistent use of spoken and written standard English
* Able and committed to good and productive working relationships with children, colleagues, parents and the wider community
* Flexible and responsive to changing demands with a positive attitude
* Competent in the use of IT, including SharePoint
 | * Prepared to undertake training to support the meeting of individual needs
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| Personal Qualities   | * High standards of personal organisation
* Resilient, passionate and hard-working
* Able to build trust and mutual respect between children, families and staff
* A cheerful disposition and good sense of humour
* Energetic, warm and caring
* Able to follow direction and use initiative
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