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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 |
| Experience | * Worked within an administration and finance function | * Worked within a primary school setting |
| 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 |
| 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 |
| 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 |  |