

Person Specification – Office Supervisor



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths & English (GCSE – Level 5 or above) • Willing to pursue further professional development 	<ul style="list-style-type: none"> • A Levels or equivalent qualification • AAT or other financial qualification
Experience	<ul style="list-style-type: none"> • Worked within an administration function 	<ul style="list-style-type: none"> • Worked within a primary school setting
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Knowledge of Access Finance System • Knowledge of Arbor
Skills	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Prepared to undertake training to support the meeting of individual needs
Personal Qualities	<ul style="list-style-type: none"> • 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 	