



# Saint James' Catholic Primary School

## Person Specification / Selection Criteria

### Management, Finance & Admin

#### Level 4

##### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using computer packages for work processing, spreadsheets, databases and researching information.	E		A, I, T
Experience of undertaking a range of administration/clerical tasks.	E		A, I, R
Experience of financial processes		D	A, I

## B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 3 in administration or accounting		D	A, I
Willingness to obtain basic first aid certificate	E		I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I
Knowledge of office procedures	E		A, I
Understanding of a range of financial processes.		D	A, I
Knowledge of school related office procedures		D	A, I
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to deliver polite, courteous and efficient customer service.	E		A, I
Ability to exchange information with a range of people.	E		A, I
Ability to use initiative to respond to and solve unexpected problems using recognised procedures and policies as a guide.	E		A, I
Organisational skills to provide administrative support to meetings and other events.	E		A, I, R
Ability to prioritise own tasks and those of other junior members of the team and check their work.	E		A, I

## E. Others

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I
To be supportive of the Catholic Ethos of the School	E		A, I

