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| **Method of Assessment (MOA)**  | C Certificate AF  | Application form | I Interview  | T Test or Exercise  |  P Presentation  |

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| Criteria | Essential | MOA |
| **Education/** **Qualifications** NB: Full regard must be paid to overseas qualifications.  | CSBM or equivalent | AF/C |
| **Experience** Relevant work and other experience  | Considerable experience of budget monitoring and account reconciliation Experience of producing a variety of financial reports and meeting the requirements of school’s financial procedures manual for BCC and the SFVSExperience of undertaking a range of administrative and technical duties, including data input and retrieval Experience of financial workings of a school  | AF/IAF/IAF/IAF/I |
| **Skills & Ability** e.g. written communication skills, dealing with the public etc.  | **\*Delete if not applicable** **\***An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** A sound knowledge of budget management and accounting techniques A sound knowledge of a range of computer applications including financial management systems Knowledge of facilities and premises management Knowledge of relevant Health& Safety legislation Some knowledge of employment law Ability to work independently demonstrating initiative and pro-activity Ability to contribute to school business planning Ability to act as Systems Manager for the school Ability to contribute to policy development e.g. for school lettings Ability to develop and maintain efficient record keeping systems Ability to analyse and interpret complex information and make recommendations Ability to problem solve Ability to line manage other employees including responsibility for deployment allocation of work, induction, appraisal, development etc Ability to negotiate ‘best value’ with suppliers Ability to communicate with a range of audiences including colleagues, governors, suppliers and members of the community Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date Ability to show sensitivity and objectivity in dealing with confidential issues  | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Training**  | Willingness to participate in further training and development opportunities offered by the school  | AF/I |
| **Other**  | Ability to demonstrate commitment to Equal Opportunities  | AF/I |

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel’s assessment.

Glenmead Primary School is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role