



Person Specification / Selection Criteria Management, Finance & Admin Level 8

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of implementing and using a range of software packages for financial administration e.g. word and excel	E		A, I, R, T
Experience of using complex database programmes	E		A, I, T
Previous experience of managing a range of complex personnel related processes		D	A,I, R
Previous supervisory/line management experience	E		A, I
Experience of maximising the use of and implementing computerised financial systems	E		A,I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 5 in Finance/Business/Administration or relevant Degree	E		A,I
ILM or equivalent level of supervisory/management experience/qualification	E		A, I
Certificate in School Business Management (CSBM) or willingness to work towards it within agreed timescale		D	A, I
CIPD (CPP) or comparable qualification or equivalent level of experience		D	A, I

C. Knowledge and Understanding

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

	Essential	Desirable	Source
Knowledge of a range of complex office and/or financial procedures	E		A,I, R



Knowledge of developing, implementing and maintaining administrative and/or financial processes	E		A, I
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	Essential	Desirable	Source
Understanding of a range of financial processes within a school or similar environment	E		A, I, R
Knowledge of personnel related issues	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.

	Essential	Desirable	Source
High level of interpersonal and communication skills	E		A, I R
Ability to use initiative to resolve medium term problems	E		A,I
Good organisational skills	E		A, I
Ability to work under pressure and to set deadlines	E		A, I, R
Ability to develop and implement procedures and policies	E		A,I, R
Ability to manage own workload and direct and manage the workload of others	E		A, I
To work occasionally out of hours work to support school functions	E		I
Ability to motivate and develop staff	E		A, I
To take responsibility for self development and undertake training as required	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

F. Other Requirements

	Essential	Desirable	Source
Willingness to be supportive of the Catholic ethos & Gospel values of our family school	E		A, I
An understanding of the distinctive nature of a Catholic School	D		A,I
Letters should address the criteria identified in this Person Specification	E		A
Application form should be completed in full	E		A



Letters should be clear and concise (no more than 1300 words)	E		A
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G. Confidential References and Reports

	Essential	Desirable	Source
Confirming professional and personal knowledge, skills & abilities referred to above	E		R
Enhanced police clearance	E		R