**Ladycross Infant and Nursery School**

**Victoria Road, Sandiacre**

**Nottingham, NG10 5JD**

Headteacher: Mrs K McKinley

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**Person Specification – School Business Officer**

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| **Attributes** | **Essential** | **Preferred** |
| Education/Qualifications | Education to GCSE level with Maths and English at Grades A\* - C or equivalent. |  |
| Experience | Practical experience of managing school accounts and computer systems (or similar), budget setting and setting up systems for financial management.  Minimum of 2 years office experience. | Management Information  System (MIS) experience.  Experience of working in a school office. |
| Skills/Knowledge | Thorough working knowledge of ICT (Word, Excel, Publisher)  Good interpersonal skills.  Excellent written and verbal communication.  Ability to manage, motivate and support the work of others.  Be well organised, committed, have a high level of initiative and be able to delegate effectively and appropriately.  Able to ensure that tight, strict deadlines are met.  Understand and comply with procedures and legislation relating to confidentiality. | Ability to negotiate effectively to achieve best outcomes.  Ability to manage difficult situations or controversial exchanges.  Experience using SAP or similar experience of other financial software. |
| Personal Attributes | Ability to work with minimal supervision and to act on own initiative.  Ability to cope with conflicting demands, deadlines and interruptions.  Ability to solve problems on a day to day basis.  Willingness to undertake  further training as appropriate. | Willingness to be flexible. |
| Other | Demonstrate an understanding of and commitment to equality.  Understand the need to comply with safeguarding procedures and regulations  Understand the need to comply with all Health and Safety procedures and regulations. |  |