**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 InformationSystem (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 undertakefurther 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 regulationsUnderstand the need to comply with all Health and Safety procedures and regulations. |  |