



ELMWOOD INFANT SCHOOL

Person Specification

Role Title:

Senior Admin and Finance Officer

School:

Elmwood Infant School

Spinal Column Points:

SCP 13–15

The person specification below outlines the essential and desirable qualities required for the role.

QUALIFICATIONS AND TRAINING

ESSENTIAL

- GCSE English and Maths (Grade A–C / Level 4–9 or equivalent).
- Proven training or experience in administrative and/or financial roles.
- Strong IT skills, including proficiency in Microsoft Word, Excel, email systems, and digital platforms.
- Willingness to undertake further training relevant to the role (e.g., GDPR, safeguarding, finance systems).

DESIRABLE

- A recognised bookkeeping, finance, or business administration qualification (e.g., AAT Level 2/3, NVQ Level 3 in Business Administration).
- Training in school systems such as SIMS, Arbor, Access Finance or equivalent.

EXPERIENCE

ESSENTIAL

- Experience working in an administrative role in a busy office environment.

- Experience of financial administration, including processing invoices, monitoring payments, and maintaining financial records.

- Experience handling sensitive or confidential information in line with GDPR requirements.

- Experience supporting customer service functions such as reception, parent communication, or staff enquiries.

- Experience of working to deadlines and managing competing priorities.

DESIRABLE

- Experience of working in a school office or educational setting.

- Experience maintaining or contributing to statutory data returns (such as census or workforce data).

- Experience coordinating or supporting whole-school administration (e.g., trips, clubs, events).

- Experience overseeing or supporting other administrative staff.

KNOWLEDGE AND UNDERSTANDING

ESSENTIAL

- Understanding of financial procedures, recordkeeping, and audit trails.

- Awareness of safeguarding responsibilities within a school setting.

- Understanding of the importance of confidentiality and data protection in administrative and financial work.

- Knowledge of effective office systems, including filing, communication, and administration workflows.

- Awareness of the school's role within the community and commitment to inclusive practice.

DESIRABLE

- Knowledge of local authority financial guidance and school finance policies.
- Understanding of procurement processes and contract monitoring.
- Awareness of statutory school reporting (census, workforce data, budget monitoring cycles).

SKILLS AND ABILITIES

ESSENTIAL

- Excellent organisational skills with the ability to manage workloads, prioritise tasks, and meet deadlines.
- High level of accuracy and attention to detail, particularly in financial and data-related tasks.
- Strong communication skills, both written and verbal, with the ability to communicate professionally with staff, parents, governors, and external agencies.
- Ability to maintain calm and professionalism in a busy school office.
- Ability to manage confidential information discreetly and appropriately.
- Strong problem-solving skills and ability to adapt to changing demands.
- Ability to work effectively as a team member, including delegating tasks appropriately, supporting colleagues, and contributing to a positive, collaborative office environment.

DESIRABLE

- Ability to create high-quality written documentation such as reports, letters, and monitoring summaries.
- Ability to support office staff through guidance, delegation, and encouragement.
- Confidence in learning new digital systems quickly.

PERSONAL QUALITIES

ESSENTIAL

- Reliable, trustworthy, and committed to high professional standards.
- Approachable and welcoming, with excellent interpersonal skills.
- Committed to Elmwood Infant School's values, ethos, and nurturing environment.
- Flexible and adaptable to the needs of the school.
- Positive attitude, willingness to learn, and commitment to continuous improvement.
- Commitment to equality, inclusion, and safeguarding.