

# Person Specification

## School Administrator - Finance and HR Admin Support



Factor	Essential	Desirable	Assessment*
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's at Grade 4 and above including English and Maths or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Hold a relevant qualification in finance, accounting or business.</li> </ul>	A, D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant experience working in an administration role.</li> <li>Professional and polite telephone manner / face-to-face with visitors.</li> <li>Ability to data input and assist in the preparation of reports / maintenance of records.</li> <li>Ability to liaise with parents and external bodies as directed regarding school / pupil-related issues.</li> <li>Have good organisational skills and the ability to manage time effectively.</li> <li>Be willing to work within organisational procedures and processes, and to meet the required standards for the role.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in all areas of finance administration such as raising purchase orders, processing invoices.</li> <li>Experience in the use of School MIS systems.</li> </ul>	A, I, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Computer literate with proven ability to use Microsoft Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Have working knowledge of the IRIS Financials system or other similar finance system.</li> </ul>	A, I, R
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good communication skills, both verbal and written.</li> <li>The ability to work as both part of a team and independently.</li> <li>Be able to remain calm under pressure and work politely and efficiently in all situations, demonstrating a caring and positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Be able to demonstrate some decision-making abilities.</li> </ul>	A, I, R

\*Assessment Method – details how the criteria will be assessed

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence