

Personal Specification

Qualifications and experience	Essential	Desirable	Evidence
GCSE Maths and English grade 4 or equivalent	X		Application, references interview Original Certificates
Education to A level standard or equivalent		X	
Experience of working within a school setting		X	
A degree or other relevant qualification (NVQ) ideally in accountancy, business manager or related discipline.		X	
Experience of building strong relationships with colleagues	X		
Evidence of continuous commitment to further professional development	X		
Knowledge and skills			
Good command of English both written and oral	X		Application, references interview
Relevant experience in administration and organisation	X		
Ability to work independently, manage own workload, prioritise and met deadlines.	X		
Ability to understand data and create reports	X		
Ability to manage the information and data requirements of the school and a variety of outside agencies	X		
Awareness of sensitive information and the need for confidentiality	X		
Ability to write effectively for a variety of different audiences	X		
Excellent ICT skills	X		
A thorough understanding of, and personal commitment to, equality and inclusion	X		
Personal Qualities			
Can develop positive professional working relationships with colleagues	X		Application, references interview
Stay calm, even in difficult situations.	X		
Positive demeanour and good role model to all others	X		
Ability to learn how to use new systems quickly, both ICT and non-ICT based	X		
Adaptable with a “can-do” attitude	X		
Show attention to detail, highly professional, confidential and discrete	X		
Ability to work constructively as part of a team, understanding school roles and responsibilities and your position within these	X		
Strong organisational skills and record keeping skills	X		