

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	➤ GCSE or equivalent in English ➤ GCSE or equivalent in Maths	➤ A school business management qualification ➤ NVQ3 or equivalent in relevant subject
Experience	➤ Experience of using general IT systems and Microsoft Office applications including Outlook, Word and Excel	➤ Line management ➤ Managing payroll functions ➤ Working in a school or relevant field outside education ➤ Been involved with implementing HR policies and processes ➤ Has set and managed a budget
Skills and knowledge	➤ Budget management skills ➤ Attention to detail ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and cyber security ➤ Basic knowledge of employment law ➤ Basic knowledge of health and safety regulations and law ➤ Works independently and makes professional judgements ➤ Embraces change well and is flexible ➤ Deals with difficult situations sensitively but effectively ➤ Ability to work under pressure and prioritise effectively	➤ Previous use of SIMS and FMS software systems ➤ Excellent knowledge of employment law ➤ Excellent knowledge of health and safety regulations and law

Personal qualities	➤ Must be self-motivated with a willingness and drive to develop own skills and knowledge & undergo training ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Approachable ➤ Reflective ➤ Team Player	
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