



SPELLBROOK C of E PRIMARY SCHOOL (vc)

Flourishing in Love and Learning

Person Specification – Finance Administrator

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

In your letter of application/ supporting statement you should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

		Essential	Desirable	Evidence
Qualifications	NVQ level 4 (or equivalent) in business and administration desirable		√	A
	Working at level 1 of the NASBM professional standards		√	A
	Finance / accounting		√	A
Experience	Experience working in a school		√	A, I
	Managing HR		√	A, R, I
	Significant experience in finance/administrative roles	√		A, R
	Budgets, financial reporting and procurement	√		A, R, I
	Knowledge of MIS Arbor / RM Finance		√	A, I
	Relevant experience		√	A, I
Skills	Able to contribute to management initiatives	√		A, I
	Understand procedures and legislation relating to confidentiality	√		A, R, I
	Good communication skills – able to complete forms, write letters and reports, exchange complex verbal information clearly, manage difficult or controversial exchanges calmly and effectively	√		A, R, I
	Demonstrate a clear commitment to develop and learn in the role	√		A, I
	Ability to deal with children, parents and outside agencies.	√		A, R, I
	Ability to gather information, analyse data and problem solve	√		A, R, I

	Ability to manage own time effectively and demonstrate initiative including establishing priorities	√		A, R, I
	Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√		A, I
	Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	√		A, R, I
	Ability to adapt to changing and conflicting demands	√		A, R, I
	Ability to be flexible and work as part of a team or individually as required	√		A, R, I
	Ability to demonstrate an understanding of children	√		A, R, I
	Ability to contribute to the life of the school including contributing to PTA events	√		A, I
	Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection and safeguarding policies and all health & safety related policies	√		A, R, I
Qualities	Flexible, honest, resilient and positive.	√		A, R, I
	Capable of achieving targets under pressure and against deadlines.	√		A, R, I
	Willingness to constructively challenge the work of self and others to continually improve performance.	√		A, R, I
	Can sustain positive and professional relationships with staff, governors, pupils, parents & contractors	√		A, R, I

Evidence: A=Application Form, R=References, I=Interview