

Senior Finance & Administrative Officer Job Specification

	Essential	Desirable	Assessed Through
QUALIFICATIONS			
A High standard of literacy and IT skills.	✓		Application
Advance level numeracy/accounting skills.	✓		Application
EXPERIENCE			
Experience of school administration.	✓		Application
A background in school financial matters is essential.	✓		Application & Interview
Experience of using SIMS and FMS	✓		Test
Working with children or young people	✓		Application & Interview
KNOWLEDGE AND SKILLS			
Advanced level numeracy and IT skills.	✓		Application & Interview
Experience using school IT systems SIMS and FMS	✓		Application & Interview
Excellent IT skills - using Microsoft Office and Google Drive software and excel.	✓		Application & Interview
High level literacy and communication skills.	✓		Application & Interview
Ability to relate effectively with colleagues, parents and children with a good standard of interpersonal skills and confidence.	✓		Application & Interview
Ability to work under pressure and prioritise effectively	✓		Application, Interview & Test
Ability to build effective working relationships with staff and other stakeholders	✓		Application & Interview
PERSONAL QUALITIES			
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓		Interview

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓		Interview
A positive approach is essential	✓		Interview
Commitment to maintaining confidentiality at all times	✓		Interview