

Personal Specification

Qualifications, skills and knowledge	Essential	Desirable
NVQ Level 3 or equivalent in a relevant qualification e.g. business administration, bookkeeping/ accounts		/
English and Maths at level 2 e.g. GCSE grade 4/C (or above), Functional skills level 2	/	
ICT user qualification e.g. ECDL/ICDL, CLAIT, MOS etc		/
First Aid qualification or willingness to undertake First Aid training	/	
Experience of using Microsoft Word	/	
Experience of using Microsoft Excel (including the use of formulas)	/	
Experience of SIMS		/
Experience of working within an office, or similar environment, to time-based deadlines	/	
Experience of finance processes		/
Good problem solving skills	/	
Good communication and interpersonal skills	/	
Good attention to detail	/	
A team player with a collaborative approach who is also able to work autonomously	/	
Ability to manage own time and prioritise tasks effectively and proven organisational skills	/	
Positive, proactive and forward looking	/	
Resilient and easily adaptable to change	/	
Ability to form respectful and trusting relationships	/	
The flexibility to meet the full range of job requirements	/	
A commitment to safeguarding and promoting the welfare of children and young people	/	
Awareness of the need to maintain confidentiality	/	
Familiarity with safeguarding requirements in schools		/
An understanding of and commitment to equal opportunities	/	