Andover Church of England Primary School

Person Specification – Admin/ Finance Officer

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| **Criteria** | **Essential** | **Desirable** |
| **Education,**  **Training &**  **Professional**  **Qualifications** | Qualification or experience in an admin role  Experience of managing HR/ personnel  A good working knowledge of finance systems and processes  Working knowledge and experience of Microsoft  Office applications including Word, Excel and Outlook  GCSE (or equivalent) Maths and English Grades A-C | Admin experience in a school  Experience of SFVS  Experience of budget reconciliations e.g pay roll, finance systems such as Scopay/ Tucasi.  Knowledge of Health and Safety procedures  Experience of school management and information systems such as Arbor or SIMS |
| **Skills & Abilities** | Excellent written and verbal communication skills  A proven ability to work within tight time scales and manage own work load  Demonstrates a high level of organisational skills and accuracy  Has the ability to maintain confidentiality on all school matters  Enjoys working with children and understands inclusion | Experience and knowledge of working with process and procedures  Experience of GDPR and has undertaken DPO training |
| **Personal Attributes** | Be responsible, honest, caring and reliable, and conduct oneself with integrity  Happy disposition, with a ‘can do solutions based’ approach to tasks  Comfortable working alone and also within a team as necessary  Enjoy a varied working environment where everyday can be different with an ability to be flexible and responsive.  Calm patient manner with a high level of emotional intelligence  Tenacity with a good sense of humour! |  |