

Personal Specification

Administrator with finance responsibilities

Selection by application form, interview and assessment tasks

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| Experience | | |
| Demonstrate general clerical/administrative/financial experience | Essential | |
| Experience of development, management and operation of administrative systems | | Desirable |
| Ability to demonstrate use of MIS – Integris | | Desirable |
| School office experience | | Desirable |
| Qualifications/ Training | | |
| NVQ 2 or equivalent qualification or experience in relevant discipline | | Desirable |
| Effective numeracy & literacy skills | Essential | |
| Knowledge/Skills | | |
| Effective and proven use of ICT and other specialist equipment/resources | Essential | |
| Proven effective use of Word, Excel and Calendar management | Essential | |
| Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation | | Desirable |
| Ability to relate well to children and adults | Essential | |
| Work constructively as part of a team and independently understanding school roles and responsibilities and your own position within these | Essential | |
| Ability to self-evaluate learning needs and actively seek learning opportunities | | Desirable |

Commitment to safeguarding

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Commitment to Equal Opportunities

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.