



School Office Administrator / Finance Officer

Person Specification

Category	Criteria	Essential/Desirable
Experience	Experience working in a busy office or work environment	Essential
	Experience working in a school environment and/or a financial administration role	Desirable
	Experience using IT systems, such as Arbor, IBC and Microsoft 365	Desirable
	Experience handling invoices, orders, and budget-related tasks	Desirable
	Experience liaising with parents, staff, external agencies or contractors	Desirable
	Experience organising events, trips or activities	Desirable
	Experience maintaining accurate records and data systems	Desirable
	Experience managing confidential and sensitive information	Desirable
Qualifications/ Training	GCSEs (or equivalent) in English and Maths	Essential
	Training or certification in finance, administration or HR	Desirable
	First Aid and/or Fire Marshal training (or willingness to complete training once appointed)	Essential (if not trained, willingness required)
	Safeguarding training (or willingness to complete training once appointed)	Essential (if not trained, willingness required)
Knowledge/Skills	Exceptional organisation skills and attention to detail	Essential
	Effective and proven use of ICT	Essential
	Commitment to and understanding of <i>Keeping Children Safe in Education</i> and school safeguarding policies and practices	Essential
	Ability to relate well to children and adults	Essential
	Ability to work constructively as part of a team and independently	Essential
	Ability to flexibly manage workload, prioritise tasks and meet deadlines	Essential
	Commitment to our school values: Kindness, Determination, Creativity and Respect	Essential