

Person Specification Finance Administrative clerk

Essential	
Experience	 Experience of development, management and operation of administrative systems Experience of handling financial accounts
Qualifications/ Training	 A good standard of education to at least GCSE level Very good numeracy/literacy skills Administrative IT skills
Knowledge/Skills	 Effective use of ICT and other specialist equipment/resources Use of Microsoft Office e.g. Excel and Word Knowledge of relevant polices/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Provide a welcoming first point of contact Manage and prioritise workload Take personal initiative to liaise with teaching and non-teaching staff Ensure diary commitments are kept up to date Ability to self-evaluate learning needs and actively seek learning opportunities Good organisational skills
Personal	 Adaptable Cool under pressure Excellent as an organizer Friendly Purposeful Resourceful Trustworthy
Desir	able
Experience	Experience of work in schools
Qualifications/ Training	 Knowledge of SIMs Knowledge of Financial Systems and training will be provided if required NVQ 3 or equivalent qualification or experience in relevant discipline

Knowledge/Skills	Knowledge of first aid
	 Understanding of primary school assessment systems
	 Knowledge of education management
	 Experience of DfE data returns
	 Experience of school attendance systems inc. SIMS.net
	Experience of school attendance procedures