

**Manford Primary School**

**Finance & Administration Assistant– Person Specification**

Method of Assessment: AF = Application Form

I = Interview

R = Reference

Education and Training	Essential/ Desirable	Assessment
GCSE level Maths & English (C or above)	<b>E</b>	AF
Experience		
Experience of working in a school	<b>E</b>	AF
Experience of working in a school office	<b>D</b>	AF
Experience of finance (school or other)	<b>D</b>	AF
Knowledge and Skills		
Full understanding of the school office admin role	<b>E</b>	AF / I
IT literate and proficient user of Microsoft Office and Microsoft Word	<b>E</b>	AF/I
Integris, ISS, RM Finance & Parentmail knowledge	<b>D</b>	AF/I
Personal Qualities		
Ability to adapt to changing and evolving situations	<b>E</b>	I
Ability to work to high standards	<b>E</b>	I / R
Can communicate clearly and professionally with all staff at all levels	<b>E</b>	I / R
Can work and thrive as part of a team	<b>E</b>	I / R
Positive, can do attitude and shows initiative	<b>E</b>	AF / R
Willingness to help and assist others	<b>E</b>	I
Ability to follow instructions and procedures and meet deadlines	<b>E</b>	AF/I
Has respect for governance guidelines (finance) and procedures and commitment to working in accordance with them.	<b>D</b>	AF/I
Can remain calm under pressure	<b>E</b>	AF/I