

Manford Primary School

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