



Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE English and Maths (or equivalent) Experience using specific school MIS systems (e.g. Arbor) First Aid Training (or Willingness to complete it)	NVQ3 in Business Administration or an equivalent qualification in a relevant discipline (or working towards)
Experience	Carrying out administrative task Dealing with face-to-face and telephone interactions Working with children and/or young people Operation of school administrative systems	Experience operating a computerised financial system Experience of budget monitoring and financial administration
Skills and Knowledge	Ability to communicate effectively in person, by phone and written communication. Excellent numeracy skills Excellent attention to detail Ability to use relevant office equipment effectively e.g scanner, photocopier Ability to plan, organise and prioritise to meet deadlines. Ability to show initiative and work independently Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Ability to relate well to children and adults	Working Knowledge of School finance procedures Experience in financial reconciliation, including bank reconciliation. Excellent ICT skills including experience with Arbor, Microsoft Office and Arbor Finance or similar systems

	Understanding of safeguarding and child protection procedures and a willingness to complete safeguarding and child protection training Understanding of data protection and confidentiality Ability to identify own training and development needs and co-operate with means to address these	
Personal qualities	Commitment to promoting the ethos and values of the Oakdale Federation, and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively	