



## PERSON SPECIFICATION

### Office/Finance Manager

	<b>Essential</b>	<b>Desirable</b>
<b>1. Qualifications &amp; training</b>	<p>Good Maths &amp; English skills (Level 2/GCSE Grade C/4 or above/O Level equivalent)</p> <p>Ability to effectively use a variety of ICT packages, i.e Word, Excel, Publisher, Sway</p> <p>Willingness to undertake further training appropriate to this role</p>	NVQ 2 in Business Administration
<b>2. Experience, knowledge, skills and understanding</b>	<p>Working in a finance environment, processing invoices, raising sales orders etc.</p> <p>General office experience, including answering telephones, accessing emails and forwarding / replying as necessary and dealing with a wide range of administrative tasks at the same time</p> <p>Experience of setting up and using spreadsheets and word processing documents</p> <p>Experience of maintaining an up to website</p> <p>Able to handle sensitive situations diplomatically and positively</p> <p>Excellent written and verbal communication skills appropriate for a range of different situations</p> <p>To work on own initiative without supervision</p> <p>To meet deadlines through good organisation and prioritisation</p> <p>Experience of dealing effectively with the general public</p> <p>Understands the importance of confidentiality</p> <p>Experience of leading a team</p>	Experience of using Arbor  Experience of working in a school.
<b>3. Personal Qualities</b>	<p>Ability to prioritise, be extremely well organised and able to multi-task</p> <p>Must be well presented and polite with an excellent telephone manner and communication skills</p>	Willingness to be involved in the wider life of the school

	<b>Essential</b>	<b>Desirable</b>
	<p>Ability to work under pressure while maintaining a positive professional attitude</p> <p>Maintain a good sense of humour</p> <p>Ability to be very flexible</p> <p>Displays warmth, care and sensitivity in dealing with all children, parents, carers and other stakeholders</p> <p>Excellent interpersonal skills</p> <p>Ability to work flexibly and be adaptable to changing circumstances and new ideas</p> <p>Ability to learn quickly</p> <p>Ability to work co-operatively with others</p> <p>Willing to ask for help when needed</p> <p>Friendly and approachable disposition</p> <p>Reliable and punctual</p> <p>Ability to relate to children with special needs</p>	