The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

| Criteria | Essential | **Desirable** | **To be measured by** |
| --- | --- | --- | --- |
| **Qualifications** | * 5 GCSE’s including English and Maths * Qualification to Grade C and above or equivalent | * Level 4 Diploma in School Business Management * BTEC in Business Studies * Accountancy qualification | Application Form and Interview |
| **Skills and Knowledge** | * Ability to communicate with a range of audiences including children, parents, colleagues, governors, officers of the County Council and suppliers * Ability to maintain good working relationships * Sound knowledge of a range of computer applications including SIMs * An understanding of the principles of: * Budgeting * Services required by a school to enable its efficient and effective operation * Education funding and the need to operate within the financial constraints * Effective time management * Book keeping/financial management * Ability to work independently demonstrating initiative and pro-activity * Ability to develop and maintain efficient record keeping systems * Ability to show sensitivity and objectivity in dealing with confidential issues * Demonstrate a commitment to equal opportunities | * Knowledge of the financial workings of a school * Knowledge of Legislation relating to Educational Establishment * Relationships between the school and Local Authority * Knowledge of Health and Safety * Ability to negotiate ‘best value’ with suppliers * Ability to line manage other employees including responsibility for allocation of work * Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date | Application Form and Interview |
|  |
| **Experience** | * Experience of budget monitoring and account reconciliation * SIMS/FMS software experience | * Previous experience of working in a school * Experience of undertaking a range of administrative and technical duties, including data input and retrieval | Application Form and Interview |
| **Other** | * Confidential Secretarial duties * Management of staff resources * Allocation and control of workload * Willingness to attend appropriate training |  | Application Form and Interview |