



Person Specification / Selection Criteria

Management, Finance & Admin Level 3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven experience of undertaking a range of administration tasks	E		A, I, R
Experience of financial procedures	E		A, I, T
Experience of using various ICT systems and procedures	E		A, I,
Proven experience of working within a school office environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's to include English and Maths or equivalent level of qualification	E		A
NVQ level 3 in Business Administration/Accounting or relevant qualification or equivalent applicable experience	E		A
Certificate in School Business Management		D	A, I
Willingness to obtain first aid at work certificate		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of education and local authority organisations		D	A, I
Can demonstrate ability to produce high quality secretarial and word processing support	E		A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

	Essential	Desirable	Source
Knowledge of how to undertake a range financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to self motivate	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I