|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
| Experience | * Experience of development, management and operation of administrative systems
* Experience working in school finance
* Respect for confidential information and observing required protocols
 | ✓✓ | ✓ |
| Qualifications/Training | * A relevant financial qualification
* Excellent numeracy and literacy skills
 | ✓ | ✓ |
| Knowledge/Skills | * Effective use of ICT and other specialist equipment/resources, including Microsoft Office suite
* Excellent ICT skills
* Ability to organise and motivate other staff
* Ability to plan and develop systems
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to work with, manage and co-ordinate outside agencies and suppliers
 | ✓✓✓✓✓✓✓✓ |  |