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|  |  | **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 | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |