

Cavendish Close Infant and Nursery School

Person Specification

Post: School Administration & Finance Assistant

Job criteria will be assessed either on application (A) or on interview (I) or both (AI) or on Interview Task (IT)

Essential Criteria		Desirable Criteria	
Experience			
Experience of working in an office environment	A/I	Knowledge of how school administrative systems work	A/I
Good word processing skills	IT		
Computer Literate.	A/I		
Qualifications			
Enhanced DBS clearance	A/I	Qualifications or evidence of training in IT systems, databases, word processing	A/I IT
GCSE pass or equivalent in mathematics and English	A/I IT		
Knowledge and Experience			
Working in a School office environment	A/I	Knowledge of the role of Governors in school procedures	A/I
Working as part of a team	A/I		
Ability to work independently using initiative	A/I	Knowledge of GDPR an relevant data protection legislation	A/I
Experience of using and/or compiling databases, word processed reports and documents	A/I IT	Experience of handling cash and completing ledgers	A/I
Personal Qualities			
Ability to maintain confidentiality	A/I	Willingness to access training and qualifications for School Administrative Assistants	I
Ability to remain impartial	A/I		
Ability to take the initiative	A/I		
Ability to multi-task	A/I IT		

Work to deadlines and remain calm under pressure	A/I IT		
Have excellent interpersonal skills	A/I		
Be a team player	A/I		
Have a good sense of humour, good common sense and be cheerful and polite	A/I		
Be well organised	A/I IT		
Be flexible in approach to working practices	A/I		
Willingness to attend training	A/I		
Willingness to take on extra responsibility as and when requested	A/I		

This school is committed to safeguarding and promoting the welfare of the children and young people and all staff, volunteers and students are expected to support and share in this commitment.