

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			
Previous experience in an administration role	AI	Previous administration experience in a school	AI
IT literate, use of MS Office including Outlook, Word and Excel	IT	Use of school management information system, ideally RM Integris	AI
Excellent literacy and numeracy skills	IT		
Qualifications			
GCSE (Grade C / 4 or above) in mathematics and English	AI/ IT	Qualifications or evidence of training in IT systems, databases, word processing	AI/ IT
Accuracy and attention to detail	AI/ IT		
Knowledge and Experience			
Able to work effectively both independently and as part of a team	AI	Knowledge of the role of Governors in school procedures	AI
Experience of using and/or compiling databases, word processed reports and documents	AI/ IT	Knowledge of GDPR and relevant data protection legislation	AI
Accuracy and attention to detail	AI/ IT	Experience of handling cash and completing ledgers	AI
Ability to respond appropriately to challenging circumstances	AI	Knowledge of Safeguarding	AI
Effective communication skills	AI		
An ability to develop good working relationships	AI		
Personal Qualities			
Ability to maintain confidentiality	AI	Willingness to access training and qualifications for School Administrative Assistants	I
Ability to remain impartial	AI		
Ability to take the initiative	AI		
Ability to multi-task	AI/ IT		

Work to deadlines and remain calm under pressure	AI/ IT		
Have excellent interpersonal skills	AI		
Be a team player	AI		
Have a good sense of humour, good common sense and be cheerful and polite	AI		
Be well organised	AI/ IT		
Be flexible in approach to working practices	AI		
Willingness to attend and complete training relevant to the role and working within a school environment	AI		
Willingness to take on extra responsibility as and when requested	AI		
Other Requirements			
Enhanced DBS clearance, pre-employment and Disclosure Barring Service (DBS) checks	AI		
Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	AI		
Understanding of and commitment to Inclusion and Equality in respect of pupils, staff and the wider community	AI		

Cavendish Close Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, completion of a probationary period, pre-employment and Disclosure Barring Service checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).