



## PERSON SPECIFICATION – School Secretary (with finance responsibility)

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>GCSE's or equivalent to include Maths &amp; English at a C grade or above</p> <p>NVQ in business administration or equivalent experience</p> <p>Attainment of AAT qualification or equivalent experience</p> <p>Excellent writing skills including ability to write reports</p>	<p>First Aid Trained</p> <p>Admin or IT related qualifications at level 3</p> <p>Typing and word processing certificates</p>	Application
<b>Skills and Experience</b>	<p>At least one year's related experience of work within a school finance related service or a busy office environment</p> <p>Ability to work closely as part of a team as well as working under your own initiative</p> <p>Using IT systems to compile reports as well as analysing statistical data for monitoring purposes and improvement planning</p> <p>High level of typing and word processing skills</p> <p>Experience of holding challenging conversations and maintaining a calm manner at all times</p> <p>Excellent listening and organisational skills</p> <p>Able to prioritise between different demands</p> <p>Able to meet deadlines and plan and manage own time effectively</p>	<p>Experience of working with children, young people, parents and families in a school or similar environment</p> <p>Working with professionals from other agencies</p> <p>Supervising and supporting other colleagues</p> <p>Experience of using Arbor or similar data base</p>	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	<p>Knowledge of IT and school systems eg Arbor, Office 365, Word, Excel, Powerpoint etc</p> <p>Demonstrate an understanding of issues linked to confidentiality</p> <p>Excellent communication skills, both written and verbal</p>	<p>Knowledge of a range of issues relevant to finance regulations</p> <p>Finance accounts experience</p> <p>Ability to persuade and negotiate</p>	Application Interview Assessment

	<p>Excellent telephone manner</p> <p>Meticulous attention to detail and accuracy of information / records / report writing / data analysis</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Willingness to play a full role in the life of the school</p> <p>Show a commitment to school improvement</p>	
<b>Behaviours and Values</b>	<p>Drive &amp; determination</p> <p>A 'can do' &amp; flexible approach with ability to adapt to changing priorities</p> <p>Proactive, self-motivated and enthusiastic</p> <p>Trust and integrity</p> <p>Enthusiastic, hardworking and committed</p> <p>Ability to maintain positive, nurturing relationships with staff, parents and children</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.