

School Administrative Officer with Finance Responsibilities

Person Specification

Essential Experience/Skills	Desirable Experience/Skills
Experience of Working in a busy reception environment.	Experience of working in a school. Customer service experience/training.
Good Literacy and Numeracy skill – to hold a minimum of GCSE (A-C) or equivalent in Literacy & Numeracy.	A finance qualification.
Good ICT Skills- be able to use Excel and have the ability to learn new systems.	Experience in dealing with cash Knowledge of Civica Financials System Knowledge of SIMs packages
Be able to follow and apply Academy Financial Procedures	Experience of working in financial environment. Experience of cash handling
Excellent word processing skills	Minute taking during meetings
Excellent telephone manner	Experience of working in a special needs environment
Ability to work constructively as part of a team	
A good range of communication skills, with both adults and children	
Ability to follow instructions	
Ability to recognise confidential information	
Willingness and ability to learn new skills	
Excellent organisational skills	