

	Essential	Desirable	How Identified
Qualifications and Training	<p>Certificate /Diploma of School Business Management or equivalent.</p> <p>GCSE/O Level English and Maths at Grade C or above.</p>	<p>Further professional development.</p> <p>Driving licence.</p> <p>Experience of driving a minibus.</p>	<p>Qualification check.</p> <p>Application form/letter.</p>
Experience	<p>Experience of preparing and presenting financial reports, including school budget management and use of financial software.</p>	<p>Experience of working in a school/education environment.</p> <p>Experience of line management of admin staff.</p>	<p>Application form/letter.</p> <p>References.</p> <p>Interview.</p>
Skills, Knowledge and Aptitudes	<p>Ability to think strategically.</p> <p>Ability to work as a team player, manage people and support colleagues.</p> <p>Good knowledge of financial regulations. Competent in the use of ICT.</p> <p>Communicates well orally and in writing.</p> <p>Able to plan, organise and prioritise.</p> <p>Enjoys working with children.</p>	<p>Knowledge of Health & Safety / Risk Assessment / Safeguarding procedures.</p> <p>Knowledge of HR / Payroll requirements of a school.</p> <p>Knowledge/ experience working with software packages (Arbor, Agresso, website maintenance, social media).</p> <p>Knowledge / experience of estate & asset management, commissioning repairs, carrying out upgrades & related projects.</p> <p>Knowledge / experience of managing risk and writing reports.</p>	<p>Application form/letter.</p> <p>References.</p> <p>Interview.</p>

Disposition	<p>Willingness to learn.</p> <p>Ability to initiate developments.</p> <p>Ability to work under pressure and be flexible.</p> <p>Good timekeeping and attendance record.</p> <p>Embraces change well.</p> <p>Deals with difficult situations effectively.</p> <p>Ability to develop positive working relationships throughout school and with all external partners.</p> <p>Empathy with the school ethos.</p>		<p>Application form/letter.</p> <p>References.</p> <p>Interview.</p>
Safeguarding	<p>Understanding of the safeguarding requirements and how to promote the welfare of children.</p> <p>Ability to maintain appropriate relationships and personal boundaries with children.</p> <p>Appointment subject to enhanced DBS, medical clearance and validated references.</p> <p>Eligibility to work in the UK.</p>		<p>Application form/letter.</p> <p>References.</p> <p>Interview.</p> <p>Enhanced DBS clearance.</p> <p>Medical clearance.</p>
General	<p>Contribute to the overall ethos/work aims of the school and support the core values of the organisation.</p>		