



Person Specification –Admin and Finance Officer N4

Gosforth Park First School October 2024

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Excellent written and oral communication skills.
2	Working knowledge of systems and software appropriate to school office/finance work. (SIMS, CTF, FMS, E Returns, Admissions experience)
3	Ability to work effectively as part of a whole school team.
4	Excellent IT skills.
5	Experience of working in a school office.
6	Excellent literacy and numeracy skills.
7	Problem solving and analytical skills.
8	Proven track record of working well under pressure, using own initiative, organising time and prioritising tasks.

Desirable

9	Further qualifications relevant to the post.
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Part B: Assessment Stage

As above, Plus:

1	Resilience and ability to work in a very busy and demanding environment.
2	Flexible and positive approach to all aspects of school life.
3	Excellent inter-personal skills and the ability to represent the school in the role of 'front of house'.
4	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
5	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

6	An interest in and understanding of developments in education.
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
IT/written assessment	Yes	Structured discussion with pupils	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Disclosure and Barring Service Check
2	Additional criminal record checks if applicant has lived outside the UK
3	DBS Barred List Check
3	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)