

Cringleford C of E VA Primary School

Person specification: Finance Officer

Attributes	Essential	Desirable
Education and training	<ul style="list-style-type: none"> • Educated to at least NVQ Level 2 [] • Willingness to pursue opportunities for relevant professional development [] 	<ul style="list-style-type: none"> • Evidence of recent, relevant professional development []
Experience	<ul style="list-style-type: none"> • Prior experience of working in an office in an administrative capacity [] • Good ICT skills [] • Experience of working successfully and co-operatively as a member of a team [] 	<ul style="list-style-type: none"> • Previous experience working in a school office environment [] • Experience of using LMS / Star Accounts / Pupil Asset etc [] • Highly proficient user of Word / Excel
Personal qualities	<ul style="list-style-type: none"> • Good level of written and spoken communication [] • Displays warmth, care, sensitivity and confidentiality in dealing with parents, staff and children [] • Good sense of humour [] • Prepared to be involved with and develop the whole life of the school [] • An enthusiastic, positive and resilient individual who is adaptable to changing circumstances and new ideas [] • Sympathetic to the aims and ethos of a Church school [] • Good interpersonal / communication skills [] • Hard-working and reliable [] • Commitment to the personal welfare and safeguarding of children [] • A good health and attendance record [] 	<ul style="list-style-type: none"> • Brings personal interests and enthusiasms to the school community [] • Ability to motivate colleagues by example [] • Demonstrates the potential to line manage other office staff members []