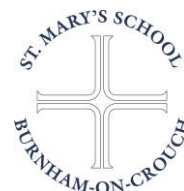




St. Mary's C. of E. Primary School

St. Mary's CE (VA) Primary School Burnham-on-Crouch Finance/Office Manager Person Specification



General heading	Detail	Requirements	Desirable/ Essential D/E
Qualifications, training & Experience	Specific qualifications, training & experience	Successful experience of administrative work in a busy office environment. Experience in financial management and budgeting. Experience of line management. Educated to NVQ Level 3 or equivalent.	E E E E
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures. Knowledge of relevant financial policies and procedures.	D E
	Literacy	Good reading and writing skills. Ability to communicate effectively in a clear and concise manner.	E E
	Numeracy	Ability to count and undertake complex financial and budgetary calculations. Educated to NVQ Level 3 or equivalent.	E E
	Technology	Ability to use word processor and wide range of financial and administrative IT packages.	E
Communication	Written	Ability to complete complex returns, write complex letters and reports.	E
	Verbal	Ability to exchange complex verbal information clearly and sensitively.	E
	Languages	Ability to overcome communication barriers with children and adults.	E
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.	E E
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.	E
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role.	E
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role.	E
	Child Development	Good understanding of the way in which children develop in relation to the role.	E
	Health & Well being	Understand the importance of physical and emotional wellbeing. Have the ability to support children who may be unwell.	E E
Working with others	Working with partners	Able to establish effective relationships with those working in and with the school.	E
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff, children, their families and carers and other adults.	E
	Team work	Ability to make a distinctive contribution to the work of a team both as a member and manager and continuously look for ways to improve team dynamics.	E
	Information	Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve.	E
Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail. Ability to remain calm under pressure.	E E E
	Line Management	Ability to lead, motivate and support a team in a positive and successful way.	E
	Time Management	Ability to plan and manage own time effectively.	E
	Creativity	Demonstrate a creative approach to work. Ability to resolve complex problems independently.	E E
General	Equalities	Demonstrate a commitment to equality.	E
	Health & Safety	Understanding of Health & Safety.	E
	Child Protection	Understand and implement Child Protection procedures.	E
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.	E
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance. Ability to transfer new knowledge to the workplace.	E E E