**Westbury on Severn C of E Primary School**

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**School and Finance Administrator**

**Person Specification**

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|  | **Essential** | **Desirable**  |
| **Qualifications**  | Good basic education to GCSE level in English and Maths or the equivalent | Good level of education beyond GCSEs |
| **Experience**  | Working in a primary school settingWorking in an administrative roleWorking with members of the public | Working as a School Business Manager or School AdministratorWorking in the Financial sector |
| **Skills**  | IT literacy- Microsoft and GoogleGood typing skillsAbility to prioritise tasks and manage workload | Experience of SIMS /FMSAccounting  |
| **Personal characteristics**  | * Calmness
* Efficient and organised
* Cheerfulness
* Empathy
* Enthusiasm
* Flexibility
* Initiative
* Good sense of humour
* Team player
* Punctual
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| **Other** | * Be sympathetic and supportive of the vision, aims and ethos of our Church of England Primary School
* Willing to learn new skills
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