**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 setting  Working in an administrative role  Working with members of the public | Working as a School Business Manager or School Administrator  Working in the Financial sector |
| **Skills** | IT literacy- Microsoft and Google  Good typing skills  Ability to prioritise tasks and manage workload | Experience of SIMS /FMS  Accounting |
| **Personal characteristics** | * Calmness * Efficient and organised * Cheerfulness * Empathy * Enthusiasm * Flexibility * Initiative * Good sense of humour * Team player * Punctual |  |
| **Other** | * Be sympathetic and supportive of the vision, aims and ethos of our Church of England Primary School * Willing to learn new skills |  |