

Person Specification
School Finance Administrator (Level 2) (JE: 2210)

Job title: School Finance Administrator (Level 2) **Ealing GLPC Grade:** Scale 5
School: **Post No:**
Line manager: School Business Manager
Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.
Hours: Mornings
This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Experience of financial administration, preferably within a school setting
- b) Experience of general administration, preferably within a school setting
- c) Excellent level of literacy and numeracy skills

Knowledge, Skills and Abilities

- d) Knowledge of school's financial administration
- e) Effective use of ICT packages and good keyboard skills
- f) Competent use of relevant administrative equipment/resources
- g) Knowledge of relevant policies/codes of practice
- h) Ability to relate well to children and adults
- i) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these
- j) Ability to identify own training and development needs and cooperate with means to address these.
- k) To be responsible for promoting and safeguarding the welfare of children and young people within the school

Prepared by: _____ **Date** / /
Agreed by: _____ **Date** / /
