

Job title	Grade	School	Location
Finance and Operation Admin	2C, SCP 14-18	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	St Thomas of Canterbury RC Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
	<i>Education and Experience</i>	A/I
1.	GCSE or equivalent qualifications in English and Maths	A/I
2.	Proven experience of school financial knowledge, and working knowledge of FMS & SIMs	A/I
3.	Experience of managing multiple priorities.	A/I
	<i>Knowledge, Skills and Abilities</i>	A/I
4.	Strong organisational, financial, interpersonal and communication skills.	A/I
5.	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	A/I
6.	Ability to establish and maintain good working relationships with a wide range of people.	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
7.	Ability to self evaluate learning needs and actively seek learning opportunities.	A/I
8.	Ability to perform efficiently whilst under pressure	A/I
9.	Ability to persuade, motivate, negotiate and influence	A/I
10.	Ability to communicate clearly both in writing and orally with a wide range of audiences.	A/I
11.	Ability to use own initiative to identify issues, problem solve and implement solutions.	A/I
12.	Ability to work on own initiative, with minimum supervision.	A/I
13.	Ability to prioritise own workload and manage time effectively.	A/I
14.	Experience of using Microsoft applications and management information systems including good ICT skills.	A/I
15.	Ability to respect confidentiality.	A/I
16.	Ability to work to deadlines.	A/I
17.	Display commitment to the protection and safeguarding of children and young people.	A/I
18.	Willingness to attend occasional meetings outside of normal office hours	A/I

Completed by	Date	Approved by	Date

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre