



Saint James' Catholic Primary School

Person Specification / Selection Criteria

Management, Finance & Admin

Level 4

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using computer packages for work processing, spreadsheets, databases and researching information.	E		A, I, T
Experience of undertaking a range of administration/clerical tasks.	E		A, I, R
Experience of financial processes		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 in administration or accounting		D	A, I
Willingness to obtain basic first aid certificate	E		I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I
Knowledge of office procedures	E		A, I
Understanding of a range of financial processes.		D	A, I
Knowledge of school related office procedures		D	A, I
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service.	E		A, I
Ability to exchange information with a range of people.	E		A, I
Ability to use initiative to respond to and solve unexpected problems using recognised procedures and policies as a guide.	E		A, I
Organisational skills to provide administrative support to meetings and other events.	E		A, I, R
Ability to prioritise own tasks and those of other junior members of the team and check their work.	E		A, I

E. Others

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I
To be supportive of the Catholic Ethos of the School	E		A, I

