



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mr A Morrissey

www.broadwaterce.org

Broadwater Church of England Primary School

Job Title: Finance and Admin Officer

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and experience	Essential: Relevant NVQ level 3 (or equivalent) GCSE's at grades 9 to 4 (A*-C) including English and Maths IT skills- confident in using Word, Excel and Outlook Training available: First Aid, financial management information system.
	Desirable: Experience of working with children Experience in an administration or finance department A related qualification or be studying towards a finance/business-related qualification An IT related qualification or demonstrable experience of using IT in a work environment
Skills and knowledge	A working knowledge of computerised finance systems and financial controls Ability to complete work to a required standard of accuracy and presentation Good knowledge of health and safety procedures A commitment to undertake training and continuous professional development Disseminate best practice to colleagues The ability to remain calm when under pressure and manage time effectively.
Personal	Displays an awareness, understanding and commitment to the protection and safeguarding of children Excellent communication skills (oral and written) Good organisational skills Accurate with attention to detail Proactive and highly motivated Empathy when dealing with children and care for their well being Self-motivated and enthusiastic The ability to work with initiative and to tight deadlines Show resilience under pressure Patient, tolerant and friendly approach Honest, trustworthy and reliable with a flexible approach Commitment to maintaining confidentiality at all times Promote the Vision and Values of the school Contribute to the school's commitment to equality of access to opportunities to learn and to develop all pupils.