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|  | **Essential** | **Desirable** |
| **Educational Qualifications**: | * Good A Level passes or equivalent
 | * Degree or further education
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| **Knowledge and****Skills:** | * Excellent communication skills.
* Excellent numeracy/literacy skills.
* High level of competence using the internet, Word, Outlook, Excel.
* The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.
* Ability to relate well to students and staff.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 | * Experience in accounting software
* Knowledge of website software
* Experience in leading a small team
* Willingness to undertake School Business Management qualification
* Experience of Academisation policy and procedure
* Experience of grant funding applications
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| **Personal Attributes** | * Meticulous attention to detail
* A commitment to improving their own practise
* Demonstration of an ability to understand and enforce financial regulations
* Flexible and adaptable
* Personal initiative
* Reliable
* Good attendance record
* Able to work well within, and contribute to, a team
* Willingness to uphold the Catholic ethos of the school.
 | * Resilient
* Demonstration of an ability to handle conflicting demands effectively
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| **Professional Attributes** | * A high level of organisational skills
* Excellent inter-personal and communication skills
* Evidence of continuing and relevant professional development.
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