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|  | | **Essential** | | **Desirable** | |
| **Educational Qualifications**: | | * Good A Level passes or equivalent | | * Degree or further education | |
| **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 | |
| **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 | |
| **Professional Attributes** | | * A high level of organisational skills * Excellent inter-personal and communication skills * Evidence of continuing and relevant professional development. | |  | |

