



### *Great and Little Shelford CE (A) Primary School*

## **Office Manager and Finance Secretary – Person Specification 2023**

### **Essential experience and characteristics:**

*The school is seeking to appoint an enthusiastic, professional and dedicated Office Manager and Finance Secretary to join our excellent staff team.*

*All staff are expected to follow the school's child protection procedures and take all appropriate steps to promote children's well-being and self-esteem.*

*All staff are expected to follow the school's data protection procedures and take all appropriate steps to safeguard children's personal information. Meanwhile, within this role, there is the expectation to work with the Headteacher to ensure the principles of GDPR are followed in the setting.*

*All staff are expected to lead and live out our school's vision, in sympathy with the aims of a Church of England school with all that implies for its Christian ethos.*

*All staff are expected to be committed to continuous professional development and applying training in practice.*

*We require the candidate to have excellent literacy and numeracy skills, be proficient in the use of ICT and to have skills that relate to the financial aspects of the role. Training will be provided for all school-specific systems. Meanwhile, there will be routines and activities that require the manual and automatic generation of reports. There is a requirement for strong verbal and written communication skills to prepare and present reports to governors on a termly basis.*

*The candidate must be able to demonstrate the ability and willingness to work with all stakeholders of the school, upholding the school's vision and promoting equality, diversity and inclusion. We shall look for evidence of excellent working relationships with children, staff, parents and governors. The ability to work collaboratively and be flexible is expected. Previous examples of successful teamwork will be discussed.*

*The school and village community is very closely-knit. This is reflected in the school's vision and there is an expectation that all staff will contribute to the wider life of the school through promoting our community-focused approach.*

### **Desirable knowledge and skills**

- knowledge of using SIMS management information system and FMS financial system;
- understanding of HR/payroll procedures;
- an existing understanding and experience of working in a school environment.

