

BROOMHILL BANK SCHOOL

PERSONAL SPECIFICATION –SCHOOL FINANCE OFFICER (KR5-6)

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
SECTION 1: PHYSICAL REQUIREMENTS AND PERSONAL ATTRIBUTES				
1.1	Able to communicate effectively with school staff, visitors, students, governors, members of the local and wider Kent community etc.	✓		
1.2	Personable enough to create harmonious relationships with others in the workplace.	✓		
1.3	A strong commitment to self-improvement and learning.	✓		
1.4	Holder of a valid Full UK driving license.	✓		
1.5	Able to take initiative and accept guidance to improve.	✓		
SECTION 2: Education and Qualifications				
2.1	A sound educational background with good levels of achievement in English, Maths and IT.	✓		
2.2	Holder of a recognised qualification in touch typing.		✓	
SECTION 3: EXPERIENCE				
3.1	Experience of working effectively in a busy office	✓		
3.2	Experience using SIMS.net (a school information management system).	✓		
3.3	Experience working with FMS6 (a school accounting tool)	✓		
3.4	Experience working with Budget Planning Software		✓	
3.5	Experience of working successfully as part of a team.	✓		
3.6	Experience of competently using software systems and databases to input, analyse and present data.		✓	
SECTION 4: SKILLS AND ABILITIES				
4.1	Able to quickly learn new skills and abilities relevant to the post.	✓		
4.2	Able to work under pressure and maintain expected performance levels.	✓		
4.3	Able to use own initiative to complete tasks and projects independently	✓		

	when necessary, and with others.			
4.4	Able to process and manage information accurately in a variety of formats.	✓		
4.5	Proven ability keeping to deadlines set.	✓		
4.6	Competent in Microsoft & Excel packages.	✓		
4.7	Flexible in approach and able to adjust to the changing daily demands of the job throughout the year.	✓		
4.8	Willingness to undertake training to keep up to date with the requirements of the role.	✓		
4.9	Proven ability to engage and work with internal and external stakeholders i.e., Senior Leadership Team, parents, Schools Financial Services	✓		
SECTION 5: KNOWLEDGE				
5.1	Awareness of the need for Child Protection, Confidentiality, Health & Safety legislation and other key policies in schools and settings.	✓		
5.2	A basic understanding of the difficulties facing children and young people with SEN&D and how to overcome these.		✓	
5.3	Knowledge of the School's Record retention policy and GDPR – freedom of information protocols and awareness of the requirement for this policy and protocol.	✓		
5.4	Staff will be expected to have an awareness of, and work within national legislation and school policies and procedures relating to Health and Safety.			
SECTION 6: EQUAL OPPORTUNITIES				
6.1	Commitment towards adherence to the principles set out within the school's Equality Plan.	✓		
6.2	A commitment to promote the concept of equal opportunities in the daily work situation.	✓		
6.3	Understanding of and sensitivity to the discrimination that may be experienced by members of minority groups.	✓		

Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.