

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven record of experience in finance including the development, management and operation of financial managements systems.</li> <li>• Experience of budget management.</li> <li>• Experience of liaison with external contractors.</li> <li>• Previous experience in an education environment.</li> <li>• Experience of obtaining quotes and procurement systems.</li> <li>• Experience of liaison with external agencies.</li> <li>• PA or senior secretarial experience.</li> <li>• Knowledge of Microsoft Office including Word and Excel.</li> <li>• Database knowledge.</li> <li>• Knowledge of preparing reports, minutes, general correspondence.</li> <li>• Knowledge of school finance, personnel and administrative systems.</li> <li>• Knowledge of the LA education service.</li> </ul>
<b>Education/Qualifications:</b>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management (CMBS) or equivalent.</li> <li>• Diploma of School Business Management (DMBS)</li> <li>• Excellent ICT skill levels</li> <li>• Excellent data analysis skill levels</li> </ul>
<b>Practical Skills:</b>	<ul style="list-style-type: none"> <li>• The ability to manage the school budget both on a strategic and day to day level</li> <li>• The ability to lead, organise and motivate a team</li> <li>• The experience and ability to deal positively with staff, children and parents</li> <li>• Effective time management skills</li> <li>• Effective use of ICT in management and data handling</li> </ul>
<b>PERSONAL QUALITIES &amp; ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• The ability to think strategically.</li> <li>• The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others.</li> <li>• The ability to support colleagues.</li> <li>• The ability to be flexible and positive, dedicated and trustworthy.</li> <li>• To be loyal and committed to the school.</li> <li>• An ability to establish and develop positive relationships throughout the school.</li> </ul>