

**St Catherine of Siena Multi Academy Company**

Registered Office –Our Lady & St Hubert’s Catholic Primary School, Moat Road, Oldbury, B68 8ED

Company Number:  09497062

Executive Headteacher: Dr. Daniel Doyle MA, PGCEM, D.Phil

**PERSONNEL SPECIFICATION**

Job Title: **Senior School Office & Finance Administrator**

Location: **Our Lady & St. Hubert’s Catholic Primary School**

Band: Grade D points 9 -17 £20,344 - £23,836 pro rata

Hours: 37 Hours Term Time Only 8.00am - 4.00pm

Special Conditions: Term time ***plus*** five training days ***plus*** 2 weeks (to be agreed with the Lead Office Manager). All holidays to be taken when the school is closed

Responsible to: Head Teacher / Lead Office Manager

**Sickness Absence and Disability**

A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.

Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).

**Qualifications**

Educated to GCSE Grade C in English & Maths (or equivalent)

NVQ level 3 Administration/Finance (or equivalent)

**Experience**

Experience in a school office environment, including school finance

Experience of computerised systems, such as SIMS, Access Education, Microsoft Word and Excel

Experience of dealing with people on the telephone

**Training**

Willing to attend relevant training

Use of SIMS and other business software systems

Safeguarding

**Special Knowledge**

SIMS

Word, Excel, Publisher

Extended Schools management systems

**Circumstances**

Ability to work when the school is open (Term Time Working)

Flexibility of hours

**Key Skills**

Ability to use initiative

Lead others

Co-operate within a team

Able to work under pressure.

Excellent communication skills – written and verbal

Ability to understand and act upon complex information

Good decision maker and negotiator

High standard of presentation

Problem solving skills

Ability to delegate appropriately and to monitor the performance of others.