

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

*Desirable