



Grange Farm Primary School

Personnel Specification.

Administrative/Finance Assistant post.

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title: Administrative/Finance Assistant

Directorate: People

Service: Schools

Grade: Grade 4

Location: Grange Farm Primary School

Job Requirements

Knowledge: · Budgetary control and accounting procedures ·

Office procedures, practices and equipment ·

MIS systems such as BromCom ·

Be aware of and comply with school policies and procedures e.g. safeguarding, equal opportunities, health and safety, data protection, confidentiality

Skills and Abilities: ·

Ability to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act. ·

Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate. ·

Demonstrate initiative to plan and develop systems ·

Ability to pay attention to detail, ensuring high level of accuracy ·

Able to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure. ·

Able to stay calm in the presence of irate visitors and follow agreed guidelines for such situations ·

Have excellent numeracy skills to maintain financial accounts ·

Able to demonstrate a good standard of written and spoken English ·

Able to record and present information in a neat and legible way. ·

Able to collate/draft letters and compose replies, and produce statistics and reports as required using IT systems ·

Able to maintain manual and computerised filing systems ·

Able to use office equipment competently ·

Be a supportive team member. Have a flexible approach and a willingness to offer help ·

Able and willing to undertake staff training and development courses. ·

Ability to work on own initiative with minimum supervision

Experience: · Proven administrative/office experience in a School (essential).

· Maintenance of financial accounts and cash handling.

· Word processing experience using Windows packages, e.g. Microsoft Word, Excel.

Educational: · A sound educational background · Good ICT, literacy and numeracy skills · NVQ level 3 in Business Administration or equivalent

Special Requirements: This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Updated July 2025.