

Person Specification

Post Title:	School Administrator (Finance Team)	
Department:	Finance	
Salary:	£24,784.50 (Pro-Rata £14,870.70) Fixed Term, 12-month contract 22.5 hours per week (FTE 0.60)	Date Compiled: September 2026

Attributes	Essential	Desirable
Knowledge	• Microsoft Office applications, particularly Excel, Outlook and Word • Good knowledge of safeguarding in schools	
Skills	• Excellent administrative and customer service skills • Strong verbal and written communication skills • High level of organisational skills • Strong attention to detail • Reliable and able to work unsupervised • Good team player	
Experience	• Previous administrative and customer service experience • Data-inputting	• Previous experience of billing or fee administration in a school • Credit control

Personal Attributes	• Customer focused with a commitment to providing excellent service • Excellent time management • Professional attitude • A strong willingness to learn and adapt to new processes and systems	
Qualifications	• Educated to GCSE Level or equivalent	
Person Specification drawn up by:	Finance Bursar & Accounts Manager	Date: September 2026
Approved for department by:	Human Resources	Date: