



Employee Specification Form

Post Number	
Job Title	Level 4 Administration and Finance (Business Support Band D)
Department	Gayton Primary School
Prepared by and date	15 th September 2021

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Administrative/IT National Qualifications Level 4 or equivalent (or working towards) Very good literacy / numeracy skills 		<ul style="list-style-type: none"> Administrative/IT National Qualifications Level 3 	
Experience <ul style="list-style-type: none"> Develop, manage and implement relevant administrative and/or financial procedures Ability to use initiative and make decisions Planning, developing and monitoring support systems and procedures Maintaining and updating of recording and information systems Ability to work constructively as part of a team and meet deadlines. 		<ul style="list-style-type: none"> Line management / supervisory experience Management of financial processes and budgets Experience of working with minimal supervision Experience of supporting and organising meetings Ability to work within set deadlines Experience of working with the public (adults and children) 	
Knowledge and skills <ul style="list-style-type: none"> Analytical skills for interpreting data and complex information Excellent interpersonal, communication both verbally and in writing Very good ICT skills 		<ul style="list-style-type: none"> Minute taking skills Knowledge of financial management regulations, procedures and practices, development and implementation of financial systems Negotiation skills Full working knowledge of relevant school policies and general awareness of relevant legislation 	
Special Requirements <ul style="list-style-type: none"> Experience of handling cash & experience of online payment systems. 			

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc