Orchard Primary School
Person Specification
Job Title: Clerical /Receptionist/ Finance assistant

	Essentials
Experience	• Experience of working in a busy office environment/school office.
Qualifications	• Minimum - grade C in Maths and English GCSE or equivalent (evidence required). • Finance and/or accounting related qualifications (evidence required).
Training	• Willingness to undertake relevant training/CPD.
Skills	• A good standard of oral, written English and understanding of Mathematics. • To be able to use FMS and/or Arbor Finance (training will be given) or another financial package • Excellent communication and interpersonal skills, including a good telephone manner – verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, parents, visitors, suppliers and contractors. • Ability to multitask in a busy environment and to liaise positively with pupils/parents/visitors /telephone queries in a personable manner. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database, website and internet systems. • Good organisational skills including an ability to maintain accurate records, including electronic records and filing systems. • Ability to work independently and under pressure. • Ability to work with others as a member of a team. • Ability to innovate and improve office functions. • Ability to cope with conflicting demands, deadlines and interruptions. • Ability to exercise confidentiality, tact and diplomacy and deal with confidential data/issues appropriately.
Disposition	• Friendly, professional, and able to always maintain confidentiality. • Flexible and adaptable – willingness and ability to adapt to the needs of any situation. • Confident using school systems, email platforms, and finance software. • Commitment to high standards of behaviour and achievement.
Other factors	• Commitment to equality of opportunity, and the highest standards of safeguarding and child protection. • Commitment to the school's ethos and willingness to be involved in the whole life of the school

November 2025