



Person Specification:

Finance, HR and Administrative Support Assistant

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

| | Essential | Desirable |
|--------------------------------------|---|--|
| Qualifications & training | <ul style="list-style-type: none">• Be numerate and accurate• Excellent communication skills, both verbal and written• Experience Microsoft Excel and Word/Google for Education | <ul style="list-style-type: none">• English and Maths to GCSE/ Standard Grade or beyond |
| Experience | <ul style="list-style-type: none">• Worked in an office environment• Experience of working successfully and co-operating as a member of a team• Work on own initiative | <ul style="list-style-type: none">• Worked in a school office environment• Knowledge of SIMS, Every |
| Professional Values | <ul style="list-style-type: none">• Wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body• Establish and maintain good professional relationships with pupils, parents and colleagues• Adopt a flexible approach to working | |
| Knowledge and understanding | <ul style="list-style-type: none">• Be confident in the use of email and database programs | <ul style="list-style-type: none">• Experience of working with school management programmes• Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion |
| Skills | <ul style="list-style-type: none">• Promote the school's aims positively• Establish and develop appropriate relationships with parents, governors and local community | |

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|---------------------------------|---|---|
| | <ul style="list-style-type: none"> • Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; • Promote a positive working environment; • Be able to prioritise workloads; have excellent time management and organisational skills; • Be able to work under pressure and meet deadlines • Produce accurate work • Be able to use initiative | |
| Personal characteristics | <ul style="list-style-type: none"> • Knowledgeable and highly competent • Punctual • Approachable and empathetic • Creative and enthusiastic • Organised and resourceful • Committed • Of smart professional appearance | |
| Special requirements | <ul style="list-style-type: none"> • Have a online update service or be willing to undergo an Enhanced Criminal Records Bureau disclosure check for working with children • Be willing to undergo a pre-employment health check • Trained or willing to undertake training in First Aid | <ul style="list-style-type: none"> • First Aid trained |