



Person Specification

Finance and Administration Assistant

	Essential	Desirable
Personal Qualities	• Initiative and ability to prioritise one's own work • Able to follow direction and work in collaboration with School Business Manager and Senior Leadership Team • Able to work flexibly to meet deadlines and respond to unplanned situations • Efficient and meticulous in organisation • Is a strong team player • Excellent communication and good interpersonal skills • Is able to maintain a high level of confidentiality in all matters relating to the school community • Able to appreciate and respect the individual contributions made by all stakeholders to promote the caring ethos of the school	
Professional Qualifications	• Level 2 (or equivalent) qualifications in maths and English • Committed to continuous professional development • A proactive commitment to safeguarding • Experienced in the use of IT, in particular Microsoft Office programmes	• Previous experience of working with children • Previous experience of working with finance systems • Understanding of school financial processes • Safeguarding training • Basic first aid training • Knowledge of School Office database systems, i.e. Arbor • Experience of working in a school or similar establishment
Skills and Attributes	• Good reasoning powers and sound judgement • Is approachable and has integrity • Maintains good relationships with staff, pupils and parents • A willingness to undertake training • Is committed to the safeguarding of children • Confident with all forms of ICT	• Has a clear understanding of the role of the school office • Is able to take a whole school view and have a proactive approach to problem solving
School Specific Needs	• Can make a positive contribution to the life of the school • Willingness to uphold the school's ethos and aims	