

PERSON SPECIFICATION

Post Title: It Admin maintenance Assistant

Attribute	Essential	Desirable	How identified
Education and Qualifications	• 5 GCSE's (or equivalent) grades A*-C/9-4 including English Language and Maths	• Finance qualification (i.e. AAT)	Application Form
Experience	• Recent (i.e. within last 5 years) experience of working within a financial environment • Experience of operation and control of administrative systems • Experience of working effectively under pressure to tight deadlines • Experience of Microsoft applications	• Experience of working within school finance/administration • Experience of working with specialist financial software applications including Excel • Experience of Finance FMS6 software	AF/Interview/References
Personal Qualities	• Enthusiastic and motivated • Excellent interpersonal skills • Exceptional customer service orientation • Self-motivation and personal drive to complete tasks to the required timescales and quality standards • The flexibility to adapt to changing workload demands and new school challenges • Personal commitment to continuous self-development		AF/Interview/References
Skills, abilities and knowledge	• Ability to demonstrate a clear understanding of good financial practice • Ability to work on own initiative • Ability to communicate effectively and appropriately at all levels • Excellent ICT skills, confident user		AF/Interview/References

	• Attention to detail and problem-solving skills • Excellent time management skills and ability to multi-task and prioritise work • The ability to work calmly under pressure whilst maintaining accuracy and efficiency • Ability to plan and prioritise workloads to meet deadlines • Ability to work as part of a team • Ability to set and maintain high professional standards • Ability to maintain strict confidentiality • Ability to work flexibly with people • Ability to learn new systems quickly • Ability to set and maintain high professional standards • Firm but friendly approach • Willingness to be flexible on working hours at times, according to the needs of the school • A positive demeanor with a good sense of humor • Reliable, conscientious and hard working • High expectations of self and professional standards		
Other	• An understanding of the diverse demands of working in a multi-cultural environment • Satisfactory attendance record/commitment to sustained and regular attendance at work • To work within school policies and procedures • Committed to promoting their professional		AF/Interview/References

	development and achieving desired qualifications. • To contribute to the provision of an effective environment for learning • To take care for their own and others health and safety • Commitment to safeguarding and protecting the welfare of children and young people.		
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