**Person Specification for Admin and Finance Assistant (KR4)** 

**QUALIFICATIONS / TRAINING:**

It is **essential** that the post holder has a: GCSE grade C or above English and Maths or equivalent.

**EXPERIENCE / KNOWLEDGE:**

*It is* ***desirable*** *that the post holder has:*

* Previous experience of working in a school environment.
* Previous experience of working in a finance role
* Operational experience of administrative / finance systems including knowledge of various IT packages.
* Knowledge of some financial procedures, including order and invoice processing
* Awareness of Data Protection and confidentiality issues.
* Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.

**SKILLS AND ABILITIES:**

*It is* ***essential*** *that the post holder has:*

* Experience of working in and admin or office environment.
* standard keyboard skills.
* good written and numerical skills.
* computer literacy – ability to produce a range of accurate documents and standardised reports using windows WP package and basic spreadsheet and database functions.
* ability to organise and prioritise workload to achieve deadlines.
* good interpersonal skills with an ability to communicate effectively and in a courteous manner, in person and over the telephone.
* an ability to work independently and be a team player with a willingness to be hands on and flexible.
* ability to receive and assess information over the telephone or in person and refer to the appropriate person or source of information.
* the ability to respect confidential information and have an awareness of data protection.
* ability to investigate queries and anomalies when required.
* ability to process and maintain financial records.
* a positive commitment to undertake training in relevant areas to develop skills necessary to support raising standards in school.
* an understanding of safeguarding.
* a smart appearance.
* a positive approach to education and working with children.
* integrity and is reliable.
* a commitment to equalities and the promotion of diversity in all aspects of working.

**WORK RELATED VALUES & PRACTICES:**

*It is* ***essential*** *that the post holder:*

* can demonstrate and promote the school’s core values, attitudes and behaviour expected from the pupils
* has the ability to work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice;

**This post is subject to a Criminal Records Bureau enhanced disclosure check, Health Checks, and appropriate references.**