



DOVER GRAMMAR SCHOOL FOR BOYS

Person Specification for Finance and Personnel Assistant

	Essential	Desirable
Education and Qualifications		
A higher education qualification		✓
Good level of education to at least GCSE standard or equivalent	✓	
Experience		
Use of Microsoft Office, including Word and Excel	✓	
Working in a School Office or administrative based role	✓	
Knowledge and Understanding		
School Management systems (SIMs)		✓
Schools Finance Systems (FMS6)		✓
Child Protection Policies and Procedures		✓
Skills and Attributes		
Work with guidance but under limited supervision	✓	
Receive and assess information over the telephone or in person and refer to the appropriate person	✓	
Liaise and communicate effectively with others on the telephone, in writing and face to face	✓	
A high level of organisational skills and the ability to prioritise workload to meet deadlines	✓	
To produce a range of accurate documents and standardised reports using a range of IT software	✓	
To operate computerised and manual filing systems and to make improvements where necessary	✓	
Personal Qualities		
Proactive approach and be able to work well under pressure	✓	
Excellent interpersonal and communication skills	✓	
Ability to work well independently and as part of a team	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Further Requirements		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willingness to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	✓	

