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| **PERSON SPECIFICATION**  **HR & Finance Office Assistant** | | |
|  | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| A higher education qualification |  | **√** |
| Good level of education to at least GCSE standard or equivalent (including Maths and English Language of grade C/4 or above) | **√** |  |
| **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 & BPS) |  | **√** |
| Child Protection Policies and Procedures |  | **√** |
| **Skills and Abilities** |  |  |
| 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 | **√** |  |
| 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 | **√** |  |