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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  | **√** |  |