**Finance Assistant**

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| **Person Specification** | |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous * Well organised * Patient and good humoured * Cope with a demanding workload * Enthusiastic * Respond calmly & resolve challenges * Emotionally intelligent * Team player * Role model * Professional demeanour and attire * Self-reflective * Committed to own professional development |
| **Desirable** |
| * Effective presence with students |
| **Knowledge & Skills** | **Essential** |
| * Educated to GCSE Grade ‘C’ or above in Maths & English (or equivalent) * Self-management skills * Creative approach to problem solving * Ability to prioritise own workloads and to work to deadlines * Good communication and organisational skills * Confident disposition * Understand and comply with all school policies and procedures |
| **Desirable** |
| * Knowledge and application of behaviour management strategies |
| **Specific Role Requirements** | **Essential** |
| * Must be literate in Microsoft programmes * Sound knowledge of excel * Able to work with & have an awareness of highly sensitive & confidential data |
| **Desirable** |
| * Knowledge of FMS6 |
| **Experience** | **Essential** |
| * Experience of working within an office environment |
| **Desirable** |
| * Experience of financial procedures * Previous experience of working in Education * Experience of working alongside a number of stakeholders * Experience of dealing with the public & young people |
| **Other** | **Essential** |
|  |
| **Desirable** |
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| It is an essential criterion for all staff to understand their safeguarding responsibilities:   * To be responsible for promoting and safeguarding the welfare of children and young people within the school * To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. | |

**Date: .........................................................**

**Signed: .........................................................**