

Administration/Finance Assistant Person Specification

QUALIFICATIONS/EXPERIENCE	Essential	Desirable	To be evidenced by
Educated to GCSE level, equivalent qualification or relevant experience.	X		Application form
Experience of working with children and adults		X	Application form
Experience of working in a secretarial/office environment		X	Application form
Good knowledge and understanding of relevant ICT/Finance packages, including: <div style="margin-left: 40px;">Microsoft Office</div> <div style="margin-left: 40px;">SIMs</div> <div style="margin-left: 40px;">Pebble</div>	X		Application form
A good knowledge and understanding of the education system and the local education authority		X	Application form
Knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation		X	Application form
SKILLS / ABILITIES			
Good numerical skills to undertake a variety of tasks, e.g. handling monies, bank reconciliation	X		Application form & Interview
Good literacy skills to undertake a variety of tasks, e.g. maintaining diaries, producing correspondence	X		Application form & Interview
Good ICT skills, e.g. production of reports, correspondence, inputting / updating information	X		Application form & Interview
Able to work accurately with attention to detail, and remain focussed in a busy office environment	X		Interview
Able to undertake short term planning, e.g. managing own workload ensuring deadlines are met	X		Interview
Able to provide a welcoming first point of contact at all times for people who come to the school	X		Interview
Have an excellent telephone manner	X		Interview
Able to relate well to children and adults, often on behalf of the Head teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice	X		Interview
Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these	X		Interview

Able to deal with more complex queries and know when to refer to more senior staff	X		Interview
Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues	X		Interview
Able to maintain confidentiality	X		Interview
Able to demonstrate a commitment to self-development and continuous learning	X		Application form/ Interview
Commitment to meeting the needs of pupils, parents and the school	X		Interview
Commitment to and understanding of Equal Opportunities	X		Interview
Commitment to supporting the Christian ethos of the school	X		Interview