

Person Specification

Admin/Finance Assistant Scale 4

	Essential	Desirable	Assessed via		
Qualifications					
Good general level of education - grade 4 and above at GCSE in English and Maths	✓		Application form		
Excellent level of IT skills particularly in WORD, EXCEL and PowerPoint	✓		Application form Certificates checked at interview		
Experience					
Experience working in an office environment and providing admin and finance support	✓		Application form		
Previous experience of working in a school or academic environment		✓	Application form		
Previous experience using SIMS & FMS software		✓	Application form		
Experience working with a range of professionals	✓		Application form & interview		
Knowledge and Skills					
An understanding of SEN children with challenging behaviour	✓		interview		
Good organisational skills and ability to prioritise workload	✓		interview		
Able to speak and write in grammatically correct English	✓		Interview Application form		
Proficient in the use of ICT and related technology for general administrative tasks	✓		Application Form Interview		
Good interpersonal skills and a clear and effective telephone manner	✓		interview		
Understanding safeguarding procedures relating to the role	✓		interview		
Personal Qualities					
Reliable. Excellent record in both attendance and punctuality.	✓		Reference		
Able to work in team	✓		Interview		
Able to work under own initiative when the situation demands this	✓		Interview		
Sensitivity to the challenges faced by children, staff and families	✓		Interview		
Approachable, polite and professional	✓		Interview		

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Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required	✓		interview		
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Flexible. Able to manage last minute changes when required	✓		interview		
High expectations of self and others	✓		interview		
	Essential	Desirable	Assessed via		
Well-groomed and presented in line with requirement of the role.	✓		interview		
Committed to equality of opportunity for all	✓		interview		
Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role	✓		Interview		
Sense of humour and positive attitude to daily challenges	✓		Interview		
Discretion in everyday working life and in particular in dealing with confidential pupil and staff information	✓		interview		