

PERSON SPECIFICATION



Post: Finance/ Administrative Assistant

	Essential	Desirable	How Identified
Qualifications	NVQ Level 2 or equivalent	Good level of numeracy and literacy skills to 'A' level standard or equivalent. Relevant professional /management qualification	Application
Experience	<p>Experience in a financial/Examination/administrative/ role</p> <p>Proven experience of dealing with people, either in person or over the telephone to the required standards of service</p> <p>Effective use of ICT packages, especially MS Office and financial data bases.</p> <p>Effective use of e-mail systems/VLE</p> <p>To maintain continuing compliance and adherence to policies, procedures and codes of practice and awareness of relevant legislation.</p>	<p>Experience of working within an educational environment</p> <p>Understanding of school roles and responsibilities</p> <p>Experience of SIMS computerised systems</p>	<p>Application</p> <p>Application , Interview & Task</p> <p>Application , Interview & Task</p> <p>Application , Interview & Task</p> <p>Application, Interview & Task</p>

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<p>Skills and Abilities</p>	<p>Organised and efficient administrative skills Organised and efficient financial skills Ability to provide a welcoming environment Ability to work effectively and respond well under pressure Ability to develop and maintain effective filing systems Self-motivated, with the ability to work with minimal supervision and meet tight deadlines Excellent communication skills both face to face and over the telephone Understanding of relevant processes and systems Ability to use IT software packages , e.g. MS Office/financial databases</p>		<p>Application & Interview Application & Interview Application & Interview Application & Interview Application & Interview Application & Interview Application & Interview Application & Interview Application ,Interview & Task</p>
<p>Personal Attributes</p>	<p>Courteous and efficient telephone manner Professional appearance and manner Patient and diplomatic manner when dealing with parents Co-operative and supportive team player Enthusiasm and confidence when dealing with people Able to relate well with adults Able to maintain confidentiality at all times Able to relate well with children with a range of special educational needs Reliable, honest and efficient Sense of Humour Commitment to Equal Opportunities</p>		<p>Interview Interview Application & Interview Application & Interview Interview Application & Interview Application, Interview &References Application & Interview Interview & References Interview Interview</p>

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Professional Development	Willingness to participate in training and development Ability to take responsibility for own CPD Attendance on relevant training courses		Application & Interview Application & Interview Application & Interview