PERSON SPECIFICATION

## Finance and HR Assistant

|  | **Essential** | **Desirable** |
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| **Qualifications** | * Educated to GCSE level including English and Maths at grades A\*-C or equivalent
 | * Finance or HR qualifications
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| **Experience** | * Experience working as part of an administration team in an office environment
* Experience using IT to an advanced level including Excel, Word, e-mail and MIS packages
 | * Experience working in an education setting
* Experience of SIMS and PSF software
* Processing finance paperwork following in house procedures and processes
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| **Skills / Knowledge** | * Good interpersonal skills with ability to communicate effectively with children and adults
* Good organisational skills and ability to prioritise workload.
* Ability to work on own initiative within set boundaries
* Good written communication skills, organisation and time management skills
* Ability to work collaboratively with teachers and other colleagues
* Ability to work effectively in challenging circumstances
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| **Philosophy** | * Self-motivated and self-reliant with a readiness to seek and accept support.
* Commitment to and genuine interest in the post.
* Desire to continue to improve professional competency and qualifications.
* Able to work in a changing environment, be open to new ideas
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| **Other Factors** | * A well-presented and articulate application addressing the job description.
* Recognition of the need for career progression, professional development and the maintenance of a career profile in this regard.
* Current First Aid Certificate
 | * Willingness to undertake First Aid Training
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