

**HALL GREEN SCHOOL**

**PERSON SPECIFICIATION**

**POST: FINANCE ASSISTANT**

**Salary Range/Grade:** Grade 2, Point 11-19

**Responsible to:** The Bursar

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

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| **Attributes** | **Essential** | **How Measured**  **A – Application**  **I – Interview**  **Q – Qualification**  **R – Reference** | **Desirable** | **How Measured**  **A – Application**  **I – Interview**  **Q – Qualification**  **R – Reference** |
| Experience | * Previous finance and administrative experience. * In a school environment. | A, I | * Demonstrable experience of working in a busy office. | A, I |
| Skills/Abilities | * Has a competent command of written and spoken English. * Has demonstrable knowledge and experience of FMS software. * Effective administration and organisational skills. * Demonstrable experience in the use of IT, i.e. word processing and other computer skills. * Ability to maintain accurate records and filing systems. * Can remain calm and controlled under pressure. * Ability to work without supervision and use own initiative. * Able to develop constructive working relationships with staff, whilst maintaining a high level of professionalism at all times. * Able to effectively deal with and give accurate information to external organisations, parents and pupils, etc. * Ability to deal with confidential data/issues appropriately. * Able to organise workload to meet deadlines. * Good time-keeping and communication skills. * Reliable. * Can work in flexible ways needed for the role. | A, I  A, I  A, I  A, I, Q  A, I  A, I  A, I  A, I, R  A, I, R  A, I, R  A, I  A, I, R  A, I, R  A, I |  |  |
| Competencies | * Able to form appropriate relationships with young people. * Can relate well to children and adults of a variety of backgrounds. | A, I  A, I | * Able to demonstrate appropriate experience of working with young people. | A, I |
| Equality Issues | * Able to recognise some forms of discrimination which commonly exist. | A, I |  |  |
| Specialist Knowledge | * Knowledge and understanding of safeguarding. * Knowledge of financial software. * Knowledge of SIMS software. | A, I  A, I  A, I |  |  |
| Education and Training | * Willing to undertake training and development activities. | A, I |  |  |
| Other Requirements | * Qualifications relevant to the role. | A | * Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional). | A, I |

(A = Application Form, I = Interview, Q = Qualification (or evidence of relevant recent experience), R = Reference

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the role.

‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the role, including checks with past employers and Enhanced Disclosure and Barring Checks’.