

PANGBOURNE

PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Bursary Assistant			
Department: Bursary			
	ESSENTIAL	DESIRABLE	Method of Assessment
Education, qualification and experience	<ul style="list-style-type: none">• Good general education including Maths and English GCSE or equivalent• Previous Secretarial /Administrative experience	<ul style="list-style-type: none">• Currently working in a school or customer service environment• Secretarial/Business Admin qualifications i.e. NVQ	Application Form Interview References
Skills and special aptitudes	<ul style="list-style-type: none">• Excellent IT skills, and familiarity with the Microsoft Office suite and Google• Excellent interpersonal skills• Strong oral and written communication skills• Friendliness• Excellent customer service skills• High level of personal organisation and accuracy• Able to work under pressure and to deadlines• The ability to work independently using own initiative• Be a key team player and support to the Bursary Team	<ul style="list-style-type: none">• Experience of manning Reception areas	Application Form Interview

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Disposition	<ul style="list-style-type: none"> • Enthusiastic and motivated • Friendly, polite and confident personality • Helpful • Ensure discretion, tact and confidentiality at all times. • Presentable 	<ul style="list-style-type: none"> • Flexible approach • Able to occasionally work out of hours when required 	Interview References
Special requirements	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children • Compliance with Pangbourne College Child Protection and Safeguarding Policy 		Application Form ID Checks

