

Personal Specification Whitley Academy



Job Title: **HR & Finance Assistant**

Grade: **Apprentice grade**

Department: **HR/Finance**

Location: **Whitley Academy**

	Job Requirements
Knowledge & Aptitudes	<p>Communication skills</p> <p>Demonstrable organisational skills</p> <p>Ability to learn to use new technology</p> <p>Ability to meet deadlines</p> <p>Work to a high standard of accuracy</p> <p>Pro-active approach</p> <p>Helpful and courteous manner</p> <p>Evidence of good customer care attitude</p> <p>Financial and office procedures</p> <p>Administrative systems and procedures.</p> <p>Computer literate in word processing and spreadsheets.</p> <p>General office equipment and their use.</p>
Skills and Abilities	<p>Attention to detail</p> <p>Use of computer systems to record information and generate reports.</p> <p>Prioritising and organising workloads to meet deadlines, cope with interruptions, and remain calm under pressure.</p> <p>Word-processing.</p> <p>Operating telephone systems.</p> <p>Operating office systems.</p> <p>Flexibility, tolerance and ability to solve problems.</p> <p>Using initiative.</p> <p>To liaise and communicate effectively by telephone, or on an inter-personal level to give/obtain information in a courteous way, and to resolve queries/filter callers where appropriate.</p> <p>To maintain and update manual and computerised records and filing systems.</p>
Experience	<p>Financial/accounting experience desirable but not essential.</p> <p>HR/Personnel experience desirable but not essential</p> <p>Working with spreadsheets</p>
Educational	<ul style="list-style-type: none"> • A good Secondary Education. • Not qualified already to NVQ Level 4 or above, able to meet the entry requirements of the NVQ course, and to attend and undertake the studying and coursework required to complete the course .

ESSENTIAL CHARACTERISTICS FOR A WHITLEY ACADEMY STAFF MEMBER.....

- Resilient
- Passionate about all young people's learning and having the chance to learn.
- Enthusiasm for teaching and learning
- Positive outlook
- Team Player
- Advocacy for Whitley students and its community.

Special Requirements	We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).
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Date Reviewed: **JUNE 2018**