**PERSON SPECIFICATION**

**Finance and HR Assistant**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, Knowledge AndExperience | * Ability to keep accurate records, work under pressure and in confidence
* Excellent interpersonal, organisational and communication skills
* GCSE English/Mathematics
* Professional telephone manner, smart appearance
* Computer literate and competent in using Microsoft Office
* Flexible approach with ability to prioritise and work on own initiative as well as part of a busy administration team
* An understanding of data protection regulations
* Knowledge and understanding regarding Safeguarding, Child Protection and Prevent
 | * Experience of working in a school
* Experience of SIMs/SAP databases
* Experience of Parent Pay
* Experience of financial administration (banking/safe).
 | * Letter of application
* References
* Interview
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| Personal attributes | * A sense of responsibility and confidentiality
* Ability to work under pressure and remain calm and friendly in all situations.
* Co-operative, willing, reliable and trustworthy
* Ability to work on own and part of a team
* Friendly, calm, and unruffled disposition
* A commitment to safeguarding children
 | * Experience of working with or around young people
* Highly motivated
 | * Letter of application
* Interview
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*The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*