

## PERSON SPECIFICATION

<b>Job Title:</b>	Finance Assistant	<b>Reporting to:</b>	Operations Manager
<b>Salary:</b>	Grade 3a	<b>Location:</b>	Arena Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>GCSE English and Maths (grades A* - C) or equivalent.</li> </ul>	X	
<b>Experience, Knowledge, Skills/Competencies</b>		
<ul style="list-style-type: none"> <li>Substantial experience of working within an office environment.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of working within a school office environment.</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience of a wide range of administrative functions.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Competent in using ICT packages such as Microsoft Word/Excel and database systems (SIMS) including mail merge.</li> </ul>	X	
<ul style="list-style-type: none"> <li><b>Knowledge of the law relating to education and childcare.</b></li> </ul>	X	
<ul style="list-style-type: none"> <li>Knowledge of safeguarding.</li> </ul>		X
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and be able to meet deadlines.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to prioritise workload and multi-task.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent communication skills (including written, oral and presentation skills).</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.</li> </ul>	X	

## How to apply

For further information about this exciting opportunity, or an informal discussion please contact HR on [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk)

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk)

For more information visit our website, [CORE-education.co.uk/work-with-us](https://www.core-education.co.uk/work-with-us)

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

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