



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE **Finance and Operations Administration Assistant**

GRADE **Scale 4, Full Time**

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> educated to A Level standard or equivalent GCSE grade C or equivalent in Mathematics and English | <ul style="list-style-type: none"> degree or equivalent |
| Experience | <ul style="list-style-type: none"> experience of inputting and extracting information from SIMS (the School's MIS) previous relevant experience | <ul style="list-style-type: none"> experience of working in a school environment experience working with a broad range of finance and data analysis software packages |
| Ability/Skills | <ul style="list-style-type: none"> ability to input and manipulate data accurately with good attention to detail ability to develop and maintain spreadsheets able to maintain confidentiality ability to effectively multitask good organisational skills | |
| Personal Qualities | <ul style="list-style-type: none"> an excellent communicator (written and oral) organised and have good interpersonal skills reliable, honest, trustworthy and discrete capable of handling confidential information work to competing deadlines while maintaining good humour willing to participate in further training and CPD opportunities | |
| Equal Opportunities | <ul style="list-style-type: none"> awareness of and commitment to equal opportunity ability to promote and support the school's equal opportunity policy | |
| Safeguarding | <ul style="list-style-type: none"> commitment to safeguarding and promoting the welfare of children and young people | |
| Disposition | <ul style="list-style-type: none"> ability to work under pressure ability to prioritise effectively enthusiasm to develop an effective and efficient support service | |

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| | <ul style="list-style-type: none">• ability to work with others at a variety of levels• ability to operate independently and as part of a team | |
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