**SPONNE SCHOOL**

****

**Person Specification**

**Finance and Administration Assistant**

**Essential Skills & Experience**

* Have an understanding of financial systems, including knowledge of banking procedures
* Possess common sense and can demonstrate initiative
* Computer literate in a variety of packages: Word, Excel, Powerpoint, Publisher.
* Ability to work under pressure, meet deadlines, work independently.
* Excellent organisational and time management skills to prioritise own workload and plan in advance.
* Educated to at least GCSE standard including Maths & English.
* Able to maintain confidentiality over sensitive aspects of the scheme including personnel issues.
* Good interpersonal skills, able to deal politely, confidently with all associated scheme parties.

**Desirable Skills & Experience**

* Experience of working in education and / or with government bodies.
* Be prepared to share knowledge and skills with colleagues

**Sponne School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**