

## PERSON SPECIFICATION – Finance Assistant

Ap – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential / Desirable	Method of Assessment
<b>QUALIFICATIONS</b>		
GCSE C/4 grade or higher (or equivalent) in Maths and English	E	Ap
Evidence of continuous professional development	E	Ap /Ref
<b>EXPERIENCE</b>		
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	E	Ap / Sp
Experience of schools administration processes	D	Ap / Sp
Experience of working in education	D	Ap / Sp
Experience of maintaining SIMS to provide key data for SLT/staff	D	Ap / Sp
An understanding of finance procedures	D	A/ / Sp
<b>SKILLS</b>		
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Knowledge of a variety of ICT systems including Excel, Word, Publisher and the ability to manipulate data within spreadsheets.	E	Ap/Sp
Ability to prioritise work, work to tight deadlines and problem solve	E	Sp / Ref
Receptive to new ideas, approaches and challenges	E	Sp / Ref
An ability to communicate effectively with teachers, students, parents and multi agencies	E	Sp / Ref
An ability to work autonomously and as part of a team	E	Sp / Ref
Good organisation, time management, communication and interpersonal skills	E	Sp / Ref

Good research and planning skills	E	Sp / Ref
Knowledge of the main aspects of the organisation of secondary schools	D	Sp / Ref
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	E	Sp / Ref
Knowledge of the rights and responsibilities of parents	D	Sp / Ref
The ability to liaise with and gain the confidence of all school staff	E	Sp / Ref
The ability to work flexibly	E	Sp / Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	E	Sp / Ref
The ability to find creative and imaginative solutions to problems	E	Sp / Ref
The ability to produce detailed, concise evaluative reports	E	Sp / Ref

## SAFEGUARDING

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	E	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp

## PERSONAL QUALITIES

Enthusiasm, drive and a love for the job	E	AF, SP & Ref
Committed to high standards of customer service and evidence of a 'can-do' approach	E	Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Sp
Committed to equality and diversity	E	Sp
Committed to own continuing professional development	E	Sp
Clear vision and an innovative approach	E	AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect	E	SP & Ref
Commitment to a high profile presence in and around the school	E	Sp

# RAYNES

PARK HIGH SCHOOL

Ability to foster an open culture where all are valued and treated fairly	E	AF, SP & Ref
Excellent communication skills, both verbal and written	E	SP
Ability to organise, plan and prioritise time effectively	E	SP
Ability to act decisively	E	SP
Willingness to challenge others to produce positive outcomes.	E	SP
Flexibility, adaptability and creativity	E	SP

Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks, online search checks and satisfactory references.