

# **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.
- Possess excellent attention to detail

#### **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.**