

PERSON SPECIFICATION

Post: Administrative and Finance Assistant – NEAT Schools

	Essential	Desirable	Evidence
1. Skills, knowledge and aptitudes	<ol style="list-style-type: none"> 1. Office experience 2. Good administrative skills 3. Experience in using all types of office equipment 4. Microsoft Office 5. Interpersonal skills 6. Communication skills 7. Organisational skills 8. Excellent telephone skills 	<ul style="list-style-type: none"> • School office experience • Knowledge of SIMS • Reception experience • Ability to communicate at all levels • Take minutes of meetings • Ability to prioritise work load 	<p>Application form/References</p> <p>Application form/References</p> <p>References</p> <p>References</p> <p>Interview</p>
2. Qualification and Training	<ol style="list-style-type: none"> 1. Good educational background which includes English and Maths 2. Computer literate 3. Word processing qualification 	<ul style="list-style-type: none"> • First Aid qualification • Willing to undergo further training 	<p>Application form</p> <p>Certificates</p>
3. Experience	<ol style="list-style-type: none"> 1. Experience of dealing with the public through the telephone and face to face contact 	<ul style="list-style-type: none"> • Experience of using databases • Interest in working in an educational environment with children and adults • Financial experience • Using various types of office machinery including photocopying, laminating, binding machines • Stock control 	<p>Application form / references</p> <p>Interview</p>
4. Disposition	<ol style="list-style-type: none"> 1. Flexible and adaptable 2. Able to communicate 3. Energetic and hardworking 4. Self-motivated 5. Able to prioritise workloads 6. Team member 		<p>Interview / references</p>