**Person Specification**

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| **JOB TITLE:** | **Administration & Finance Assistant** |
| **DATE:** | **May 2022** |
| **STATUS:** | **Version 1.0** |

| **CRITERIA** | **Essential/Desirable** | **Application** | **Tasks** | **Interview** | **Vetting Checks** |
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| **Knowledge and qualifications** | | | | | |
| 1. A good general education demonstrating numeracy and literacy. | E | ✔ |  | ✔ |  |
| 1. Knowledge of how to protect personal data | D | ✔ |  | ✔ |  |
| 1. Basic awareness of corporate procedures (e.g. financial, governance and/or HR) | D | ✔ |  | ✔ |  |
| 1. NVQ level 3 in business administration or equivalent | D | ✔ |  |  |  |
| **Experience** | | | | | |
| 1. Experience in a similar role covering a range of administrative duties. | E | ✔ |  | ✔ | ✔ |
| 1. Dealing with customer enquires both on the telephone or face to face | D | ✔ |  | ✔ |  |
| 1. Experience of maintaining filing systems | D | ✔ |  | ✔ |  |
| 1. Previous experience of note taking | D | ✔ |  | ✔ |  |
| 1. Experience of working in a school or educational environment | D | ✔ |  | ✔ |  |
| 1. Experience with SIMS and PSF | D | ✔ |  | ✔ |  |
| 1. Experience of Financial Management Systems | D | ✔ |  |  |  |
| **Skills and competencies** | | | | | |
| 1. Proactive approach to prioritising workload | E | ✔ | ✔ | ✔ |  |
| 1. Works effectively alone or in a team | E | ✔ |  | ✔ |  |
| 1. Excellent organisational skills | E | ✔ |  | ✔ |  |
| 1. Effective verbal and written communication skills to suit a variety of audiences | E | ✔ | ✔ | ✔ |  |
| 1. Able to follow instructions and procedures on own initiative | E | ✔ |  | ✔ |  |
| 1. Excellent IT skills including MS Office applications | E | ✔ | ✔ |  |  |
| 1. Able to present information in a variety of written styles and formats with attention to detail | E | ✔ | ✔ |  |  |
| 1. Builds relationships quickly and as appropriate | E | ✔ |  | ✔ |  |
| 1. Works in a systematic and orderly manner | E | ✔ | ✔ | ✔ |  |
| 1. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible | E | ✔ |  | ✔ |  |
| 1. Ability to work to a brief to achieves set objectives | E | ✔ |  | ✔ |  |
| 1. Flexible and cooperative attitude | E |  |  | ✔ |  |
| 1. Ability to safeguard and promote the welfare of children | E | ✔ |  | ✔ | ✔ |
| 1. Ability to use own initiative | E | ✔ |  | ✔ |  |
| **Other** | | | | | |
| 1. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role | E | ✔ |  | ✔ | ✔ |
| 1. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role | E |  |  |  | ✔ |
| 1. Able and willing to accommodate occasional evening work | E |  |  |  | ✔ |