**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**  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  | ✔ |