Finance and SEN Administration Assistant

# Person specification

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| criteria | Essential | Desirable |
| **Qualifications  and training** | * English and Maths to GCSE minimum A-C | Relevant clerical qualifications (e.g. computing, word processing)  A Level English, and/ or Maths grades A-C |
| **Experience** | * Carrying out general clerical, administrative and financial tasks * Dealing with face-to-face and telephone interactions * Working and collaborating within a team * SIMs experience or experience of school Management Systems * Experience of working with finance related data | * School finance experience * Clerical/administrative/ * Reception work in a school setting * Knowledge of any other school based systems * School finance experience * Working with children or young people |
| **Skills and knowledge** | * Awareness and understanding of Child Protection issues and Safeguarding practices * An understanding of Equal Opportunities and how this is implemented * Ability to maintain appropriate professional relationships and boundaries with pupils, parents colleagues and other outside agencies * Ability to work constructively and flexibly as part of a team, but also to be able to work on your own initiative. * Ability to deliver quality customer service to all visitors in a welcoming, efficient and professional manner. * Ability to use relevant technology e.g. computer, photocopier, etc., effectively * Excellent oral, literacy, numeracy and IT skills * Ability to accurately input data and use a variety of software applications including Microsoft Office and Outlook, Word and Excel. * Willingness to participate in development and training opportunities * Ability to deal with sensitive information in a confidential manner * Willingness to make a full and positive contribution to the office and the environment of the school. * Strong level of finance skill and understanding * Logical thinker with the ability to respond quickly and effectively to issues that arise * Ability to plan, organise and prioritise to meet deadlines * Excellent attention to detail * Understanding of data protection and confidentiality |  |
| **Personal qualities** | * Commitment to safeguarding and equality * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Commitment to achievement for pupils, particularly those with SEN * Commitment to maintaining confidentiality at all times * Ability to embrace change positively * Capacity to deal with difficult situations calmly and effectively * Ability to work under pressure and prioritise effectively |  |