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
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| **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
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| **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
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