



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### FINANCE ASSISTANT - PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Education &amp; Qualifications</b> Minimum of 5 GCSEs at grades A-C or equivalent, including English & Maths Recognised and relevant NVQ Level 3 or equivalent	E  D	
<b>Experience</b> Significant experience of operation of administrative systems Experience of working with specialist software applications Experience of working within school administration	E  E  E	
<b>Skills &amp; Knowledge</b> Excellent attention to detail and organisational skills to ensure accuracy, and prioritisation of workloads to meet deadlines Previous use of school administrative systems (SIMS) Effective communication and interpersonal skills Commitment to confidentiality, integrity, honesty, discretion and fairness Ability to work under pressure	E  E E E  E	
<b>Work Circumstances</b> The Finance administrative workload comes in termly peaks and troughs, sitting alongside monthly routine processes that occur year-round. Ideally suited for an existing member of staff, able to balance differing pressures and deadlines.	D	
<b>Professional Values for all Staff</b> Strong commitment to the school's safeguarding and child protection policies Wholehearted commitment to supporting the school's culture, values and ethos High levels of professionalism Strong commitment to ensuring high standards in own work and the work of others Strong commitment to safeguarding Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning	E  E  E E  E E	