

# Person Specification



## Position: Administration Assistant (HR & Finance)

<b>Knowledge &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
Highly organised with a strong attention to detail	✓	
Strong ability to work flexibly, independently and as part of a team	✓	
Ability to work under pressure, prioritise and work to deadlines	✓	
Excellent written and verbal communication skills	✓	
Strong IT skills	✓	
Be resilient to challenging behaviour and remain calm under pressure	✓	
Able to relate well to students and adults	✓	
Knowledge of safeguarding and child protection legislation	✓	
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE English at Grade C or 4	✓	
GCSE Maths at Grade C or 4	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a school office		✓
Experience of working in an administration role	✓	
Experience of working with students with SEMH and challenging behaviour		✓
Experience of using Bromcom		✓
Experience of working in an HR Administration role	✓	
Experience of working in a Finance Administration role	✓	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication and interpersonal skills	✓	
Ability to work sensitively with a variety of people	✓	
Maintain a high level of confidentiality	✓	
Be caring and kind	✓	
Ability to promote the positive image of the school	✓	
Committed to being involved in the whole school community	✓	
A positive outlook with a solutions based approach	✓	
Be enthusiastic and have the energy for working in a SEMH school	✓	
Conscientious with a good record of attendance and punctuality	✓	
Be committed to equal opportunities	✓	
A range of interests outside education	✓	