



PERSON SPECIFICATION

Job Title	Finance and HR Assistant		
School	Seven Kings School	Salary Range	LBR6 - £27,236 pro rata

Selection Criteria

Education and Qualifications:

- Evidence of some training, experience and continuous professional development relevant to the post
- Good standard of numeracy and literacy

Experience and Training:

- Experience in RM or other financial system
- Experience of working within finance dealing with invoices, banking and budgets
- Experience of working within an administrative environment
- Experience of managing a staff cover provision and absence monitoring

Knowledge, understanding and skills:

- Knowledge and understanding of a range of IT and data systems and how they can be used effectively to support learning and school improvement
- An ability to use IT to produce documents, spreadsheets and databases
- Excellent verbal and written communication skills
- Excellent organisation skills
- The ability to work independently and as part of a team
- Ability to act on own initiative
- Ability to work under pressure

Personal qualities:

- Able to work in a sensitive and confidential environment
- Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues
- Unconditional positive regard for **all** young people
- An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors
- A high level of commitment to the school and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure
- Strong personal values and motivation to lead in line with the ethos of Seven Kings School
- Ability to work in a fluid and changing environment
- Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately
- Integrity, reliability and the ability to maintain confidentiality
- Commitment to maintaining a positive ethos

General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Commitment to developing effective working practices that support the school in raising student achievement and enhancing learning experiences
- Commitment to safeguarding
- Be responsible for own health and safety as well as that of colleagues, students and the public