



PERSON SPECIFICATION

Job Title	Finance and HR Assistant		
School	Seven Kings School	Salary Range	LBR6 - £27,236 pro rata
Selection Criteria			
Education and Qualifications:			
<ul style="list-style-type: none">Evidence of some training, experience and continuous professional development relevant to the postGood standard of numeracy and literacy			
Experience and Training:			
<ul style="list-style-type: none">Experience in RM or other financial systemExperience of working within finance dealing with invoices, banking and budgetsExperience of working within an administrative environmentExperience of managing a staff cover provision and absence monitoring			
Knowledge, understanding and skills:			
<ul style="list-style-type: none">Knowledge and understanding of a range of IT and data systems and how they can be used effectively to support learning and school improvementAn ability to use IT to produce documents, spreadsheets and databasesExcellent verbal and written communication skillsExcellent organisation skillsThe ability to work independently and as part of a teamAbility to act on own initiativeAbility to work under pressure			
Personal qualities:			
<ul style="list-style-type: none">Able to work in a sensitive and confidential environmentExcellent inter-personal skills. Evidence of good relationships with students, parents and colleaguesUnconditional positive regard for all young peopleAn enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and GovernorsA high level of commitment to the school and its continuing developmentFlexibility and the ability to balance priorities and absorb pressureStrong personal values and motivation to lead in line with the ethos of Seven Kings SchoolAbility to work in a fluid and changing environmentBe aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriatelyIntegrity, reliability and the ability to maintain confidentialityCommitment 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