

Finance & Admin Assistant, Band D 6-7 (Foxfield School, Wirral)
Employee Specification Form – M23

PERSONAL ATTRIBUTES				
	ESSENTIAL		DESIRABLE	
	ATTRIBUTE	STAGE IDENTIFIED	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS AND TRAINING	No specific qualifications are required for this post	Application Interview	Evidence of participation in training relevant to working within an office environment	Application Interview
	A commitment to your own continuing professional development		A willingness to undertake additional training	
EXPERIENCE	Experience of working in finance/administration/office	Application Interview	Experience of working in a school-based setting	Application Interview
	Demonstrate comprehensive IT skills e.g. a variety of school related software systems Excellent communication skills, including the ability to deal with individuals in person and on the telephone		Experience of working/interacting with a broad range of people Ability to organise, prioritise and manage their own workload Experience of FMS, ARBOR, SCR tracker, CPOMS.	
KNOWLEDGE AND SKILLS	Reliable and trustworthy	Interview	Knowledge of data protection	Application Interview
	Attention to detail, accuracy and organised A good understanding of confidentiality in all work place matters and communications An understanding that safeguarding is an essential part of the job Demonstrate a good standard of numeracy and literacy An ability to work as part of a busy team		Experience using office printers/photocopiers Ability to support our administration team and reception Experience of filing and record keeping. First Aid qualification	
SPECIAL REQUIREMENTS	N/A		Driving licence	Application Interview