



Person Specification

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| JOB TITLE: | Administration & Finance Assistant |
| DATE: | June 2026 |
| STATUS: | Final |

| Criteria | Essential/ Desirable | Application | Tasks | Interview | Vetting Checks |
|--|-------------------------|-------------|-------|-----------|----------------|
| Knowledge and qualifications | | | | | |
| 1. A good general education demonstrating numeracy and literacy. | E | ✓ | | ✓ | ✓ |
| 2. NVQ level 3 in business administration or equivalent. | D | ✓ | | ✓ | |
| 3. Knowledge of how to protect personal data. | D | ✓ | | ✓ | |
| 4. Basic awareness of corporate procedures (e.g. financial, governance and/or HR). | D | ✓ | | ✓ | |
| Experience | | | | | |
| 5. Experience in a similar role covering a range of administrative duties. | E | ✓ | | ✓ | |
| 6. Dealing with customer enquires both on the telephone or face to face. | D | ✓ | | ✓ | |
| 7. Experience of maintaining filing systems. | D | ✓ | | ✓ | |
| 8. Previous experience of notetaking. | D | ✓ | | ✓ | |
| 9. Experience of working in a school or educational environment. | D | ✓ | | ✓ | |
| 10. Experience with Bromcom, and PSF. | D | ✓ | | ✓ | |
| 11. Experience of Financial Management Systems. | D | ✓ | | | |

| Skills and competencies | | | | | |
|--|---|---|---|---|---|
| 12. Proactive approach to prioritising workload. | E | ✓ | ✓ | ✓ | |
| 13. Works effectively alone or in a team. | E | ✓ | | ✓ | |
| 14. Excellent organisational skills. | E | ✓ | | ✓ | |
| 15. Effective verbal and written communication skills to suit a variety of audiences. | E | ✓ | ✓ | ✓ | |
| 16. Able to follow instructions and procedures on own initiative. | E | ✓ | | ✓ | |
| 17. Excellent IT skills including MS Office applications. | E | ✓ | ✓ | | |
| 18. Able to present information in a variety of written styles and formats with attention to detail. | E | ✓ | ✓ | | |
| 19. Builds relationships quickly and as appropriate. | E | ✓ | | ✓ | |
| 20. Able to work well with a team of other staff, building relationships quickly and communicating accurately both verbally and written. | E | ✓ | | ✓ | |
| 21. Able to work in a systematic and orderly manner. | E | ✓ | ✓ | ✓ | |
| 22. Ability to work to a brief to achieves set objectives. | E | ✓ | | ✓ | |
| 23. Ability to work to a brief to achieve set objectives and key priorities. | E | ✓ | | ✓ | |
| 24. Flexible and cooperative attitude. | E | | | ✓ | |
| Other | | | | | |
| 25. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. | E | ✓ | | ✓ | |
| 26. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role. | E | ✓ | | | ✓ |
| 27. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role. | E | | | | ✓ |

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|--|---|---|---|---|--|
| 28. Able and willing to accommodate occasional evening work. | E | | | ✓ | |
| 29. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible. | E | ✓ | ✓ | ✓ | |