

# Easthampstead Park Community School

## Person Specification - Finance Assistant



KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<p>NVQ level 2 or equivalent in relevant field.</p> <p>Maths and English at GCSE Grade C/5 or above (or equivalent).</p> <p>Good spoken and written English.</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of general administrative work in a small team setting.</p> <p>Knowledge of office administration packages and their application and use within a professional office environment:</p> <ul style="list-style-type: none"> <li>• Word or Google docs</li> <li>• Excel or Google sheets</li> <li>• PowerPoint or slide share</li> <li>• Email &amp; calendar</li> </ul> <p>Good understanding of and the ability to use relevant IT equipment.</p> <p>Able to understand and follow administrative / finance procedures and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults.</p> <p>Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to possible competing deadlines.</p>	<p>Credit Control / finance experience.</p> <p>Experience of working in a school/learning environment.</p> <p>Working knowledge of ESS SIMS (School Information Management System).</p>

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	<p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p> <p>Convey high professional standards and a strong sense of personal fulfilment and achievement.</p>	
<b>Work-related Personal Requirements</b>	<p>Ability to communicate with students, parents/carers and staff.</p> <p>Professional, tactful and sensitive.</p> <p>Discreet and confidential.</p> <p>Ability to work on own initiative and within a team to meet deadlines and organise workload in a pressurised environment.</p> <p>Flexible with working hours.</p> <p>Enjoy working with young people.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p>	
<b>Other Work Requirements</b>	<p>Participate in training and development opportunities</p> <p>Suitability to work with children.</p>	A full, clean UK driving licence

<b>Safeguarding and Child Protection requirements</b>	<p>A satisfactory enhanced DBS check which will be conducted by us if you are appointed.</p> <p>You are to have read and understood at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" (KCSIE). This is available on the school website under information/policies. You will be asked to sign to confirm that you have during your CP induction.</p>
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You will be expected to complete the seven online courses listed below within a month of your start date (resources to be provided upon appointment):

- Child Protection in Education 11-18 years
- The Prevent Duty
- Equality and Diversity
- Raising Awareness of Peer-on-Peer Abuse
- Female Genital Mutilation Awareness
- Sexual Violence and Harassment between Children and Young People
- A Practical Guide to the GDPR for Education

There is also a questionnaire on Educare on the KCSIE guidance to complete which requires a 100% pass.

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to satisfactory clearance, an enhanced Disclosure and Barring Service check will be undertaken upon appointment.*