



VALE OF EVESHAM SCHOOL

Learning For Life

PERSON SPECIFICATION - Finance and Administrative Assistant

Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths (or equivalent), grade A-C 	<ul style="list-style-type: none"> Evidence of continued professional development Finance or business related qualification 	AF
Experience	<ul style="list-style-type: none"> Previous experience of cash handling Previous experience in a finance role Experience of working with Microsoft Word and Excel 	<ul style="list-style-type: none"> Purchase / sales ledger experience Practical experience in a school setting Experience of using PS Financials/Sage 	AF; I
Skills And Ability	<ul style="list-style-type: none"> Excellent standard of numeracy High degree of accuracy and attention to detail Good communication skills both in written and oral English Good interpersonal skills Ability to work as part of a team Good organisational skills Computer literate 		I; AF; R
Motivation & characteristics	<ul style="list-style-type: none"> Self Motivated Strong work ethic Enthusiastic Ability to work on own initiative Responsible Reliable 		I; R
Additional Factors	<ul style="list-style-type: none"> Positive attitude towards customer care Commitment to training and development Suitability to work with children 		I; R; DBS

Key: Application Form (AF), Interview (I), References (R)

Vale of Evesham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.