



Parklands High School: An Academy

Learn, Respect, Aspire, Achieve

Job Title	Finance and Payroll Assistant
Responsible to	Finance and Core Services Manager
Responsible for	n/a

Hours of Work: To be confirmed

Safeguarding	To report all information and concerns to the Designated Safeguarding Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
Health and Safety	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.

Person specification

Post title:	Grade: 5 SCP: 6 - 11	
Requirements (based on the job description)	Essential (E) or Desirable (D)	Application Form (AF), Interview (I), Test (T), or Certificates(C) Reference (R)
Qualifications and Training		
GCSE English and Mathematics at Grade C or above (or equivalent)	E	AF/C
Evidence of and/or willing to pursue continuous professional development to level 5	E	AF/C
Experience		
Experience of working in a busy office environment	E	AF/I/R
Experience of working in a pressurised environment with competing deadlines	E	AF/I/R
Experience of using Access Finance/Schools Cash Office	D	AF/I/R

Experience of using SIMS	D	AF/I/R
Experience of using SAMpeople/FACE-Ed	D	AF/I/R
Knowledge, skills and abilities		
Ability to prioritise workload efficiently and effectively, particularly working to deadlines	E	A/I/R
Ability to produce work to a high standard	E	A/T/R
Ability to maintain professional working relationships with all staff in school.	E	A/I/R
Ability to maintain a positive, yet caring, relationships with pupils, parents, outside agencies and visitors to the school	E	A/I/R
Ability to address sensitive matters whilst maintaining confidentiality at all times	E	A/I/R
Excellent communication and interpersonal skills, written and oral	E	A/I/R
Ability to use a range of MS Office software packages	D	A/I/T
Good numerical skills to undertake a variety of tasks, e.g. handling money, bank reconciliation	D	A/I/R
Good literacy skills to undertake a variety of tasks, e.g. producing correspondence to parents	D	A/I/R
Personal Qualities		
A flexible and adaptable approach to work	E	AF/I
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	E	AF/I
Maintain a professional attitude and image at all times	E	AF/I
Good sense of humour	E	AF/I
A calm, professional manner	E	AF/I

Ability to work on own initiative and as part of a team	E	AF/I
Awareness of the importance of confidentiality	E	AF/I