



Strand on the Green Junior School - Person Specification

Spirited • Scholarly • Supportive

Job title: Finance Assistant

Salary and grade: Scale 5 (£32,070-£33,987 pro rata, actual salary approx. £7,697-£8,157 per year)

Contract: Fixed term to 31st March 2026, 10 hrs per week, term time only

School: Strand on the Green Junior School

Line manager: School Business Manager

	Essential	Desirable
Experience	<p>Experience of working in a finance role.</p> <p>Experience of data entry.</p> <p>Experience of a fast-paced and varied work environment.</p> <p>Experience of dealing with adults from diverse backgrounds.</p>	<p>Experience of working in a school environment.</p> <p>Experience of working with children.</p>
Qualifications	At least GCSE Grade C (or equivalent) in English and Maths.	Current First Aid qualification, or a willingness to complete First Aid training.
Professional Development	Commitment to continuing professional and personal development.	
Skills	<p>Ability to report financial information clearly.</p> <p>Excellent communication, interpersonal and organisational skills.</p> <p>Proven ability to work under pressure and meet deadlines.</p> <p>Good computer literacy with a variety of IT packages, particularly Excel, and a willingness to work with new platforms.</p> <p>Excellent attention to detail.</p>	
Disposition	<p>High expectations and professionalism.</p> <p>Desire to work in a team.</p> <p>Enthusiasm and initiative – a 'doer'.</p> <p>Flexibility and adaptability.</p> <p>Integrity and sensitivity.</p>	



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	Supportive, positive attitude.	
Other factors	<p>Proven commitment to equal opportunities.</p> <p>Commitment to the inclusion of pupils with special educational needs.</p> <p>Commitment to partnership with parents and the wider community.</p>	<p>Willingness to be involved in the full life of the school.</p> <p>Knowledge and understanding of current issues affecting education.</p>