

**THE CHERWELL SCHOOL**  
***Opportunity, Responsibility, Excellence***

**Person Specification – Finance Assistant**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Good general education, with GCSEs or equivalent in English and Maths</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy and demanding environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school / academy setting</li> </ul>
<b>IT Skills</b>	<ul style="list-style-type: none"> <li>• Experience in Microsoft Office and Google</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PS Financials</li> </ul>
<b>Relevant Skills / Aptitudes</b>	<ul style="list-style-type: none"> <li>• High level numeracy skills involving the ability to maintain accurate and detailed financial record and conduct analysis</li> <li>• Excellent organisational skills, able to handle multiple tasks and meet deadlines</li> <li>• Adaptable, open to change, and willing to take on challenges with enthusiasm</li> <li>• Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders: and good team working skills</li> <li>• Ability to solve problems</li> <li>• Ability to build strong working relationships</li> <li>• Exemplary standards of personal integrity, behaviour and professionalism</li> <li>• Self-motivated, able to work on own initiative with an ability to prioritise a varied workload</li> </ul>	
<b>Safeguarding and Wellbeing</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines</li> <li>• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community</li> <li>• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to take on further / advanced Safeguarding training and responsibilities</li> <li>• Evidence of CPD undertaken in this area</li> </ul>