



Administrative Assistant Finance & Human Resources Person Specification

All support staff at Harbinger Manor are bound by the School Vision and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

Post	Finance & Human Resources Admin Assistant
Grade	Scale 3
Responsible to	School Business Manager
Responsible for	N/A
Working hours	35
Working Weeks	39 weeks per annum , (Term time only plus 1 week)

Selection Criteria

Training Qualifications and Experience	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none">• Grade 4 or Equivalent in GCSE English and Maths.• Previous experience in a similar role in a school/education setting for a minimum of 1 year is essential• good organisational and planning skills – to manage a heavy and fluctuating workload within a pressurised environment and the ability to successfully revise priorities within a planned program of work.• an understanding of the statutory and other requirements involved in school HR and Finance administration would be preferable• 1 year successful experience in an administrative role would be preferable
Personal, Professional Qualities and Attributes	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none">• can support the Head Teacher in fulfilling the School Vision.• have good IT and presentation skills and be able to produce letters, reports, statements and other documents of a consistently high quality.



	<ul style="list-style-type: none"> • can communicate effectively, both oral and written to respond with sound judgment and sensitivity to enquiries, complaints and requests from a variety of sources. • to have excellent attention to detail. • to be flexible and adaptable in all aspects of their working life, and to have necessary skills to remain calm under pressure. • the ability to liaise effectively with parents, carers, students, staff and other external agencies and suppliers. • have the ability to work in partnership and collaboratively with other members of a team. • through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony. • seek and act on feedback from others. • have resilience and tenacity, combined with a high level of integrity. • understand what needs to be done, do it right, and on time.
<p>Professional Knowledge and Understanding</p>	<p>Candidates should demonstrate that they have</p> <ul style="list-style-type: none"> • a good working knowledge of word processing, spreadsheet and database systems • proficiency in the use of computerised management information systems; a working knowledge of Arbor Education and Arbor finance would be desirable. • Excellent interpersonal skills that allow them to communicate effectively with a range of stakeholders.

