

# THE RADCLYFFE SCHOOL

“Working Together for Excellence”



## Finance Assistant/Student Receptionist - Person Specification

NJC Scale 2 Points 11-13, full time, full year

|                               | Essential  | How Identified                                   |
|-------------------------------|--|--|
| 1. Education & Qualifications | a) 5 GCSEs or equivalent (Mathematics and English at Grade C or above).  | Application form.                                |
| 2. Relevant Experience        | a) Proven experience and good knowledge of managing financial information<br>b) Good proven standard of numeracy and literacy<br>c) Knowledge of computerised accounting systems and Excel spreadsheets.   | Application form / Interview / Test / References |
| 3. Interpersonal Skills       | a) Ability to communicate effectively to people at all levels<br>b) Ability to relate to students<br>c) Good organisational skills and meticulous attention to detail<br>d) Ability to produce accurate work under pressure and meet deadlines<br>e) To be flexible, hardworking and have ability to work on own initiative or as a member of a team | Application Form / Interview / References        |
| 4. Other                      | a) Ability to relate to and promote the ethos of the school.<br>b) Willingness to undertake training as required.<br>c) Excellent attendance and punctuality.  | Application Form / Interview / References.       |

*A High Performing Specialist School*