

Newhall Primary Academy and Nursery

Finance/Administration Assistant – Person Specification

Qualifications/Training	Essential	Desirable
Experience in general school administration and finance	Y	
Experience in managing data and maintaining accurate records and filing systems	Y	
Experience of working in a busy office environment	Y	
First Aid Qualification or willing to gain one	Y	
Educated to NVQ Level 2 or equivalent	Y	
Ability to use Microsoft – Word, Excel, Powerpoint, Publisher, Database and Internet systems	Y	
Other relevant qualifications/training		Y
Communication		
Good level of written communication skills and a good standard of numeracy	Y	
Ability to exchange verbal information clearly and sensitively	Y	
Ability to build good relationships and overcome communication barriers with children and adults	Y	
Ability to absorb and understand a wide range of information	Y	
Working with others		
Ability to establish rapport and respectful relationships with staff, pupils and visitors to the school	Y	
Ability to work constructively as part of a team	Y	
Ability to show initiative, prioritise and take ownership of tasks even when under pressure	Y	
Ability to work flexibly to support others and respond to unplanned situations	Y	
Contribute to the development and implementation of effective systems	Y	
Personal Qualities		
Hardworking, committed, flexible and adaptable	Y	
Enthusiastic, passionate, forward thinking and able to suggest and develop new ideas	Y	
Good organisational skills and the ability to remain calm under pressure	Y	
Desire to enhance skills and knowledge through CPD training		Y
General		
A commitment to implement the school's equal opportunity policy	Y	
Basic understanding of Health & Safety	Y	

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Understand and comply with procedures and legislation relating to Data Protection and Confidentiality	Y
Commitment to the highest standards of child protection and safeguarding	Y
Commitment to schools ethos, values and its whole community	Y

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