

The Piggott School



Person Specification Finance Assistant – Maternity Cover

Professional Attributes:	Essential	Desirable
Have excellent communication skills and interpersonal skills, be positive and approachable	✓	
Good mathematical and computer skills	✓	
Previous experience of working in a financial environment	✓	
Previous experience of working in a school	✓	
Ability to work within a team working environment and also able to work independently	✓	
Confidentiality at all times	✓	
Educated to at least A level	✓	

Personal Attributes:	Essential	Desirable
Be able to support and promote the values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Have effective organisational and time management skills	✓	
Have the ability to prioritise, plan, monitor and evaluate	✓	
Have genuine respect for all members of our school community	✓	
Have enthusiasm for being involved in the life of a busy school	✓	
Be aware of safeguarding children issues and good practice in E-Safety	✓	
Calm under pressure, adaptable and energetic	✓	
A sense of responsibility	✓	
Flexibility and use of initiative	✓	