



Resources Assistant Job and Person Specification

	Essential	Desirable
Educational Achievements, Qualifications & Training	<ul style="list-style-type: none"> • GCSE English & Maths or equivalent • Evidence of good language & communication skills • A willingness to undertake further training 	<ul style="list-style-type: none"> • Evidence of further study / qualifications
Job related knowledge, aptitudes & skills	<ul style="list-style-type: none"> • Experience of working in a busy office • An understanding of confidential nature of personnel and payroll issues • Ability to balance sensitivity towards parents when following up outstanding debts with persistence • Ability to use a variety of computer software including Microsoft Office • The ability to work effectively as a member of a team • The ability to multi-task • The ability to work on your own initiative, organise your workload and meet deadlines 	<ul style="list-style-type: none"> • Knowledge of and ability to use FIMS (Schools Financial Management System) • Knowledge of and ability to use SIMS Pay (electronic payment system) • Experience of working in a school environment
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to equality of opportunity 	<ul style="list-style-type: none"> • Experience of communicating with a wide variety of community groups
Personal Qualities	<ul style="list-style-type: none"> • Personal presence and confidence. • Sensitivity, diplomacy and maturity of approach. • Enthusiasm, energy and a sense of humour. • Integrity and confidentiality. • The ability to remain calm in all situations. • Good communication skills & the ability to communicate effectively with a wide variety of people. • A commitment to the ethos of the school. • A commitment to teamwork. 	