**The Bourne Academy** **Person Specification**

**Title of Post: HR & Finance Administration Assistant**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSE or equivalent in Maths and English (Grade A\* - C)
 | * First Aid Certification (training available)
 |
| **Knowledge and Experience** | * Experience in working in administrative role
* Experience of providing high standards of customer care
* Basic Health and Safety Work regulations
* Confident in use of IT including; email, Word and Excel
* Good written and oral communication skills
 | * Previous experience of working in a similar role
* Minimum 2 years’ experience of working in a busy office environment
* Experience of working with data and database systems
 |
| **Personal Qualities** | * Excellent and efficient organisational skills
* Able to work to deadlines
* Ability to multi-task
* Excellent interpersonal skills
 | * Willingness to undertake training
 |