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

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

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|  | **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 |