

**PERSON SPECIFICATION – EDUCATIONAL VISITS CO-ORDINATOR &
FINANCE ASSISTANT**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Grade C or above in English and Maths. A good standard of IT skills	2 A-levels qualifications or Level 3 equivalent
Experience	Experience of working in admin or finance role	Experience of working in a secondary school environment Experience of cash handling and banking Experience of organising educational visits/events
Skills/ Attributes	Ability to plan, organise and prioritise tasks Ability to manage own time effectively Accurate data processing skills Ability to work as part of a team. Excellent communication skills. Ability to liaise with parents/carers and external agencies as appropriate.	
Personal Qualities	Excellent interpersonal skills with adults and children Good organisational skills. Highly self-motivated with the ability to use your own initiative. Dedication, enthusiasm, energy and reliability. A commitment to student safety and safeguarding.	Resourcefulness. A flexible approach. Resilience.

Candidates should take account of this Person Specification in their letter of application.

The interview panel will thoroughly explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.