

**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (incl. Maths and English Grade C or above)	E	✓	
2.	Evidence of continuous development and training	D	✓	✓
<b>EXPERIENCE</b>				
3.	Team Working Experience	E	✓	✓
4.	Microsoft Office, Outlook Email & Corero	D	✓	✓
5.	Experience of Financial Payments and VAT	E	✓	✓
6.	Working with other academy staff to make orders / payments	E	✓	✓
7.	Ability to resolve payment queries	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Good numerical skills	E	✓	✓
9.	Proven ability to methodically solve problems	D	✓	✓
10.	Ability to use Corero	D	✓	✓
<b>PERSONAL QUALITIES</b>				
11.	A strong commitment to both Trust values and ethos plus own professional conduct and ethics	E	✓	✓
12.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
13.	Calm and logical approach to problem solving and customer liaison / working	E	✓	✓
14.	High attention to detail and accuracy	E	✓	✓