



PERSON SPECIFICATION

JOB TITLE	Accounts Assistant
DEPARTMENT/SECTION	Bursary

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

PERSON SPECIFICATION

- Excellent administrative skills
- Well-developed interpersonal and communication skills, and with an excellent telephone manner
- A sound command of written English
- Good computer literacy and competency in Word and Excel
- Accuracy and attention to detail
- Flexible and able to work calmly and efficiently under pressure
- Excellent team working skills with the ability to work independently when necessary
- Willing to help out with all duties in the office
- Ability to learn new tasks and processes quickly
- Integrity and drive
- Professional appearance