



PERSON SPECIFICATION

POST	STUDENT FINANCE ASSISTANT		DEPT	STUDENT SERVICES
GRADE	SCALE 3		REF No	019-19

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) CERTIFICATE (C)
Customer Service / Business Administration / Information Advice and Guidance Qualification at Level 3 or above	E	AF / C / I
Level 2 English and Maths at grade 4/C or above (or equivalent)	E	AF / C / I
IT Skills qualifications at Level 2	D	AF / C / AC / I
RELEVANT EXPERIENCE		
Experience of working with a wide range of customers including staff, students and the public individually, offering information and advice.	E	AF / I
Experience of working with people aged 15+ in groups and individually.	E	AF / I
Experience of using a range of IT packages – spreadsheets, word, power point, data bases and email.	E	AF / AC / I
Experience of using the internet for research.	E	AF / I
Experience of liaising with a range of agencies to support students.	D	AF / I
Experience of working in an educational setting with students aged 15+.	D	AF / I
Experience of working with finance systems.	D	AF / I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
Excellent interpersonal and communication skills with people of all ages, backgrounds and abilities.	E	AF / I
Ability to work in a team.	E	AF / I
Ability to meet deadlines, prioritise work load and work well under pressure.	E	AF / I
Ability to understand and interpret complex information and systems and explain it simply to others.	E	AF / AC / I
Ability to work accurately and carefully in all aspects of work.	E	AF / AC / I

SPECIAL REQUIREMENTS	CRITERIA	MEASURED BY
The successful post holder would be expected to have a flexible approach to their work.	E	AF/I
The successful applicant will need to have a CRB check to work in the College environment.	E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality.	E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF/I
Awareness of health and safety requirements.	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I
The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.	E	AF/I