



St Thomas More High School

Person Specification of the Finance Apprentice

Essential	Desirable
<ul style="list-style-type: none">• GCSE Maths and English both at grade 9 to 4 or A* to C or equivalent in these subjects• Good organisational ability with systematic and methodical approach• Good communication skills with an ability to communicate with a range of staff and pupils• Demonstrate tact, diplomacy, flexibility, patience and ability to maintain confidentiality• Demonstrate attention to detail• Sympathy with the schools religious nature	<ul style="list-style-type: none">• Experience of working in a school environment• Knowledge of child protection and safeguarding policies• Ability to work on own initiative and under pressure• Good ICT Skills• Committed to personal development of own skills