

PERSON SPECIFICATION: CARR HILL PRIMARY SCHOOL ADMINISTRATION ASSISTANT

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|   | Essential  | Desirable  |
| Knowledge / Qualifications  |   |   |
|  A good standard of secondary education to GCSE level or equivalent | x |   |
|  A good standard of literacy and numeracy |  x  |   |
|  Education MIS  |  |  x |
|  Financial MIS  |  | x |
|  Accountancy qualification or equivalent |  | x |
|  Current driving licence  |    |  x |
| Experience / Skills  |   |   |
|  Excellent IT skills specifically to Excel, Word and financial systems |  X |   |
|  Accountancy experience  | x  |   |
|  Excellent communication skills written and verbal |  X |    |
|  Experience of working as a member of a team |   |  X |
| Experience of carrying out a wide range complex administrative duties |   x |   |
| Knowledge of handling information in accordance with the GDPR principles (Data Protection) |   x |   |
|  Experience in dealing with confidential and sensitive information |  X  |   |
|  Experience with handling, processing and reconciling cash, cheques, invoices or equivalent |  X |   |
| Personal Attributes  |   |   |
| Ability to work under own initiative with sound personal, administration and time management skills  |  X  |   |
|  Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy |  X  |   |
|  Commitment to abide by the school’s equal opportunities, health and safety and child protection policies |  X  |   |
|  Commitment to self-development |  X  |   |