

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 |  |