



PERSON SPECIFICATION: CARR HILL PRIMARY SCHOOL ADMINISTRATION ASSISTANT

	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	