

Hadleigh Community Primary School

Finance/Admin Assistant

September 2026

Selection Criteria

Essential:

- Good team-player
- Good literacy and numeracy skills
- Financial management skills
- A high level of computer literacy
- Accuracy and attention to detail
- Ability to prioritise and work under pressure to meet deadlines
- Proven ability to communicate effectively with all stakeholders
- Strong interpersonal skills and the ability to form good working relationships with a wide range of colleagues
- Flexibility and the ability to multi-task in a fast-moving pressured environment.
- Ability to work on your own initiative and organise your own workload
- Sense of humour and a positive attitude

Desirable:

- Experience of working with finance systems
- Experience of working in a busy office
- Working knowledge of financial systems and databases