



SCHOOL BUSINESS SUPPORT OFFICER 4

Person Specification – Grade 6

Personal Attributes required (on basis of the job description)	Essential (E) or Desirable (D)	To be identified by:
Qualifications		
GCSE Grade C or above in English and Maths (or equivalent)	E	Application Form/Interview
A Levels (or equivalent) at Grade C or above	D	Application Form/Interview
Experience		
Experience of working in an education environment	D	Application/Interview/Reference
Experience of administrative work	E	Application/Interview/Reference
Experience of Microsoft Office 2019	E	Application/Interview/Reference
Experience of Office 365	D	Application/Interview/Reference
Experience of working with SIMS.net	D	Application/Interview/Reference
Knowledge/skills/abilities		
Ability to relate well to children	E	Application/Interview/Reference
Ability to work as part of a team	E	Application/Interview/Reference
Good communication skills	E	Application/Interview/Reference
Ability to relate well to parents/carers	E	Application/Interview/Reference
Excellent attention to detail	E	Application/Interview/Reference
Time management skills	E	Application/Interview/Reference
Organisational skills	E	Application/Interview/Reference
Administrative skills	E	Application/Interview/Reference
Ability to make effective use of ICT	E	Application/Interview/Reference
Flexible attitude to work	E	Application/Interview/Reference
Ability to work to required standards, deadlines and timescales	E	Application/Interview/Reference
Knowledge of the concept of confidentiality	E	Application/Interview/Reference
Other		
An understanding of and a commitment to the school's Mission Statement	E	Application/Interview/Reference
Commitment to safeguarding and protecting the welfare of children and young people	E	Application/Interview/Reference
Commitment to health & safety	E	Application/Interview/Reference
Commitment to attendance at work	E	Application/Interview/Reference
Commitment to undertake service development	E	Application/Interview/Reference
Willingness to wear a uniform	E	Application/Interview/Reference
No leave is permitted in term time unless there is a specific requirement and prior discussion has taken place	E	

Note: We will always consider your references before confirming a job offer in writing.

We are committed to safeguarding and promoting the welfare of children. The successful applicant will need to undertake an Enhanced Disclosure via the DBS.