**School Business Assistant Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| Education/Qualifications | Education to GCSE level  with Maths and English at  Grades A\* - C or equivalent  AAT or equivalent finance qualification | Management Information System (MIS) experience |
| Experience | Minimum of 2 years office experience  Experience of undertaking a range of administrative tasks  Experience of HR & Finance related systems and processes | Experience of working in a school office  Experience of managing others |
| Skills/Knowledge/Aptitude | Good interpersonal skills  Good standard of ICT skills  Ability to prioritise and solve problems on a day to day basis  Ability to work with minimal supervision and to act on own initiative  Ability to cope with conflicting demands, deadlines and interruptions  Empathy with children and young people  Team player |  |
| Motivation | Willingness to be flexible  Willingness to undertake further training as appropriate |  |
| Other | Willingness to undertake  First Aid at Work training | Current First Aid Certificate |