**School Business Assistant Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| Education/Qualifications | Education to GCSE levelwith Maths and English atGrades A\* - C or equivalentAAT or equivalent finance qualification | Management Information System (MIS) experience |
| Experience | Minimum of 2 years office experienceExperience of undertaking a range of administrative tasksExperience of HR & Finance related systems and processes | Experience of working in a school officeExperience of managing others |
| Skills/Knowledge/Aptitude | Good interpersonal skillsGood standard of ICT skillsAbility to prioritise and solve problems on a day to day basisAbility to work with minimal supervision and to act on own initiativeAbility to cope with conflicting demands, deadlines and interruptionsEmpathy with children and young peopleTeam player |  |
| Motivation | Willingness to be flexibleWillingness to undertake further training as appropriate |  |
| Other | Willingness to undertakeFirst Aid at Work training  | Current First Aid Certificate |