

## School Business Officer: Person Specification

Attributes	Essential	Desirable
Education Qualifications	<ul style="list-style-type: none"> <li>Education to GCSE level with Maths and English at Grades A* - C or equivalent</li> <li>Willingness to undertake First Aid at Work training</li> </ul>	<ul style="list-style-type: none"> <li>Management Information System (MIS) experience</li> <li>Relevant qualifications in School Business Management and/or HR</li> <li>Current First Aid Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of a similar role</li> <li>Experience of managing a range of administrative tasks</li> <li>Experience of managing or supporting HR &amp; Finance processes</li> <li>Experience of preparing and presenting data and reports</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office</li> <li>Experience of managing change and implementing new systems/ procedures/controls.</li> <li>Working knowledge of processes for health and safety</li> </ul>
Skills Knowledge Aptitude	<ul style="list-style-type: none"> <li>Excellent interpersonal skills – ability to build relationships with a range of stakeholders</li> <li>Excellent standard of ICT skills – including but not limited to Excel, Word, Outlook etc.</li> <li>Ability to prioritise and solve problems on a day to day basis</li> <li>Ability to work with minimal supervision and to act on own initiative</li> <li>Ability to cope with conflicting demands, deadlines and interruptions</li> <li>Empathy with children and young people</li> <li>Ability to manage a team to deliver the required outcomes</li> <li>Able to work effectively as part of a team</li> <li>Commitment to the highest standards of child protection and safeguarding</li> <li>Proven organisational skills with a high level of accuracy</li> <li>Able to maintain strictest confidentiality and integrity at all times</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Data regulations including GDPR</li> </ul>
Motivation	<ul style="list-style-type: none"> <li>Willingness to be flexible</li> <li>Willingness to undertake further training as appropriate</li> </ul>	