



Person Specification

Job Title: School Business Assistant

Attributes	Essential	Preferred
Education/Qualifications	Education to GCSE level with Maths and English at Grades A*-C or equivalent	Management Information System (MIS) experience Experience of SAGE systems
Experience	Minimum of 2 year's experience of working in an admin or business support role Experience of undertaking a range of administrative tasks working to tight deadlines when required	Experience of working in a school office environment
Skills/Knowledge/Aptitude	Strong communication skills both written and verbally Excellent organizational & time-management skills Ability to multitask and prioritise tasks effectively Proficient in Microsoft Office Suite (Excel/Word/Outlook) Proactive & collaborative approach to problem-solving High Level of attention to detail Empathy with children and young people	
Motivation	Willingness to be flexible as and when required Willingness to undertake further training as and when required for the job role	
Other	First Aid training to be completed	First Aid trained with up to date certificate

