

## 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 training</li> </ul>	<ul style="list-style-type: none"> <li>• Management Information System (MIS) experience</li> <li>• Certificate or Diploma in School Business Management</li> <li>• AAT or equivalent finance qualification</li> <li>• HR Qualification (CIPD or equivalent)</li> <li>• Current First Aid Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years' office experience</li> <li>• Experience of undertaking a range of administrative tasks</li> <li>• Experience of HR &amp; Finance related systems and 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>• Experience of preparing and monitoring detailed budgets</li> </ul>
Skills/ Knowledge/ Aptitude	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</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>• Team player</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>	
Motivation	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training as appropriate</li> </ul>	