



Person specification –School Business Assistant (Cover and Admin)

Qualifications		
GCSE English and Maths, grade A* - C or equivalent	E	Application form
A' levels or other appropriate level 3 qualifications	D	Application form
Experience of:		
Competent in the use of Microsoft office packages (Word, Excel, Outlook etc)	E	Application form/Interview
Experience of working independently	D	Application form/Interview
Working effectively under pressure to tight deadlines.	E	Interview
Knowledge of regulatory and procedural framework	D	Application form/Interview
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	D	Application form/Interview
Interpersonal skills		
Use of diplomacy and tact in finding and implementing change to resolve staffing and other issues	E	Application form/Interview
Excellent organisational skills with the ability to use own initiative and work independently	E	Application form/Interview
Ability to work flexibly and to be an approachable and effective communicator	E	Interview
Methodical with a good attention to detail	E	Interview
Sense of humour and sense of perspective	E	Interview
Ability to maintain strict confidentiality and discretion at all times	E	Application form/Interview
Excellent attendance and reliability	E	Reference
Effective time management	E	Reference
Professional skills and attributes		
Able to work alone or as part of a team maintaining a professional manner at all times	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people together with the ability to maintain confidentiality tact and discretion	E	Interview
Ability to manage and prioritise own workload	E	Application form/Interview
Awareness of the statutory frameworks relevant to the role	D	Application form/Interview
Ability to initiate and maintain efficient administrative systems	E	Application form/Interview
Ability to be adaptable to the changing needs and requirements of the post	E	Application form/Interview
Commitment to own professional development	D	Application form/Interview

E = Essential

D = Desirable