**Person Specification – Business Support Assistant**

**Method of Assessment\*I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

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| **Education and Professional Qualifications** | **Essential/****Desirable** | **Method of Assessment** |
| Strong academic record, including English and Maths GCSE at Grade C or equivalent | E | A |
| Business management qualification (or equivalent) | D | A |

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| **Experience and Skills** | **Essential/****Desirable** | **Method of Assessment** |
| Experience of working in an office environment providing general administrative support | E | A, I, T |
| Experience of working in an office environment providing financial support. | **D** | **A, I**  |
| Ability to solve straightforward problems and work on own initiative | **E** | **A I, T** |
| Good numeracy and literacy skills | **E** | **A, I** |
| Experienced user of Office Suite applications i.e. Excel and Word | **E** | **A, I,**  |
| Experience of using Google Suite applications | **D** | **A, I, T** |
| Good verbal and written communication skills  | **E** | **A, I E** |
| Ability to work to tight deadlines whilst maintaining accuracy | **E** | **A** |
| Experience of using a computerised financial, HR or other data management system | **D** | **A, E** |

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| **Knowledge**  | **Essential/ Desirable** | **Method of Assessment** |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation  | **D** | **A, I**  |
| Understanding of the operational and business functions and duties of an Academy Trust | **D** | **A, I** |

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| **Personal Attributes/Qualities**  | **Essential/ Desirable** | **Method of Assessment** |
| Ability to maintain confidentiality at all times  | **E** | **A, I, R** |
| Ability to be flexible and supportive to colleagues | **E** | **A, I, E** |
| Enthusiastic and willing to learn new skills  | **E** | **A, I** |
| Resilience, tact and diplomacy, even when under pressure  | **E** | **A,I** |
| Ability to deliver a customer focused service with a positive and supportive approach | **E** | **A, I** |
| Be personable and set a good example to colleagues and pupils  | **E** | **A, I**  |
| Ability to travel to other sites  | **D** | **A, I** |