



**DISCOVERY PRIMARY ACADEMY**  
**Business Assistant - Person Specification**

**Essential Experience:**

- English and Maths Grade 4 at GCSE or above
- Experience of using data input systems and a good knowledge of IT
- Good communication skills – Parents, Pupils, Staff and External Agencies
- Administration Experience
- Dealing with confidential and sensitive information

**Desirable Experience:**

- Experience of the above in a school/educational setting

**Essential Practical Skills**

- Excellent communication skills, providing advice and information in accurate spoken English
- Good written communication and numeracy skills
- Good organisational and interpersonal skills
- The ability to work well as part of a small team while multi-tasking with accuracy
- Ability to meet agreed deadlines
- Able to work using your own initiative
- The willingness to adapt to new systems and technology as required and have a flexible approach to the challenges of a varied working day
- Ability to prioritise

**Essential Personal Qualities and Attributes**

- Ability to work positively with staff, children and parents
- Ability to think strategically
- The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others.
- Ability to support colleagues
- Ability to be flexible and positive, dedicated and trustworthy
- To be loyal and committed to Discovery Primary Academy
- Ability to establish and develop positive relationships throughout the academy and with other key stakeholders.
- Ability to take ownership of the role and make the role your own.
- A good sense of humour

**Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**