



Immaculate Conception Catholic Primary School

Person Specification for the post of School Business Officer

Attributes	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Education to GCSE level with Maths and English at Grades A* - C or equivalent • Education to A-Level with good pass grades 	<ul style="list-style-type: none"> • Management Information System (MIS) experience • Level 4 Diploma in School Business Management (willingness to achieve this) • AAT or equivalent finance qualification • HR Qualification (CIPD or equivalent) • Current First Aid Certificate
Experience	<ul style="list-style-type: none"> • Minimum of 2 years' school office experience • Experience of undertaking a range of administrative tasks • Experience of HR and Finance related systems and processes • Experience of preparing and presenting data and reports 	<ul style="list-style-type: none"> • Experience of managing change and implementing new systems/ procedures/controls • Experience of preparing and monitoring detailed budgets
Skills/ Knowledge/ Aptitude	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent standard of ICT skills – including but not limited to Excel, Word, Outlook etc. • Ability to prioritise and solve problems on a day-to-day basis • Ability to work with minimal supervision and to act on own initiative • Ability to cope with conflicting demands, deadlines and interruptions • Empathy with children and young people • Ability to manage a team to deliver the required outcomes • Team player with strong coaching and managerial skills • Commitment to the highest standards of child protection and safeguarding • Proven organisational skills with a high level of accuracy • Able to maintain strictest confidentiality and integrity at all times 	
Motivation	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training as appropriate 	