

PERSON SPECIFICATION FORM

Job Title: Business Support Officer 1		Grade: Grade 3	
Whitworth Community High School			
		Essential	Desirable
Qualifications & Training			
5 GCSEs A – C including Maths and English or equivalent		E	
ICT qualification			D
Experience			
Working in an Office Environment		E	
Working in a School Office			D
Secretarial and Administrative Experience		E	
Recent regular use of ICT systems on a daily basis		E	
Knowledge, Qualities and Abilities			
Computer based skills e.g. Word Processing, Spreadsheets, desktop publishing, database software, powerpoint, email and internet		E	
Knowledge of Sims.net			D
Excellent organisational skills		E	
Highly organised and motivated		E	
Demonstrate personal and professional integrity		E	
Ability to prioritise, plan and organise self		E	
Ability to meet deadlines		E	
Ability to work accurately under pressure in a very busy environment		E	
Ability to work as part of a team		E	
Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm		E	
Good timekeeping		E	
Excellent health and attendance record		E	
Discreet & confidential whilst remaining professional, tactful & sensitive		E	
Warm approachable manner with good inter-personal skills		E	
Flexible attitude to work including; working hours, demands and changes in the role and willingness to be involved in the school		E	
An understanding of Safeguarding Issues		E	
Other Requirements			
Willing to undertake training as necessary including First Aid Training		E	
Application form should be completed in full		E	
Should address the headings in the person specification		E	
Ability to meet the enhanced DBS disclosure		E	
Confidential References and Reports			
Written references only will be considered		E	
References will confirm professional and personal knowledge, skills and abilities as referred to above		E	

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Criminal Records Bureau fully enhanced check (DBS)

Please note that the successful candidate will be asked to show original copies of qualifications and proof of identity as final confirmation.