ALL SAINTS RC HIGH SCHOOL

|  |
| --- |
| **Person specification form** |
| **Post title:** Business Support Officer – HR, Cover, Governance | **Grade: 4** |
|  |  |
| **Establishment:** All Saints RC High School |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),****test (T), or****other (give details)** |
| **Qualifications:** |  |  |
| 5 GCSEs including Maths and English Grade C or above |      E |      AF |
| Commitment to ongoing professional development | E | AF |
|  |  |  |
| **Experience:** |  |  |
| Experience of working in an administration role in a busy and fast-paced environmentExperience of working in line with policies / regulations / legislation | ED | AF/IAF/I |
| Experience of working / providing support in a HR capacity  | D | AF/I |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Knowledge, skills and abilities:** |  |  |
| Ability to deal with sensitive matters with a caring manner | E | AF/I |
| Ability to manage a varied workload as well as delivering to timescale | E | AF/I/T |
| Knowledge of academy legislation and national and local conditions of service for teachers and support staff  | D | AF/I |
| Strong ICT skills  | E | AF/I |
| Analytical skills, including use of Excel | E | AFI |
| Excellent verbal and written communication skills | E | AF/I |
| Excellent planning and organisation skills | E | AF/I |
| Ability to maintain strict confidentiality and discretion at all times | E | AF/I |
| **Personal Qualities:** |  |  |
| Emotional resilience | E | AF/I |
| Committed to the development and ethos of the School/Trust | E | AF/I |
| Ability to self-evaluate and reflect | E | AF/I |
| Ability to build and maintain effective working relationships with a wide variety of people | E | AF/I |
| Ability to work under pressure and to strict deadlines | E | AF/I |
| Reliable, flexible and approachable | E | AF/I |
| Committed to own professional development | E | AF/I |
| **Other** (including special requirements)1. Commitment to safeguarding and protecting the welfare of children and young people
2. Commitment to equality and diversity
3. Commitment to health and safety
 | EEE | III |
| **Prepared by:** | C Jenkinson, HR Manager  | **Date:** | September 2022 |
| **Note: We will always consider your references before confirming a job offer in writing**. |