



## BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY

<b>Job Title:</b>	<b>Business Support Officer</b>
<b>Responsible to:</b>	<b>Administration Manager</b>
<b>Grade:</b>	<b>Grade 5 (Point 6 to Point 11)</b> £19,698 to £21,748 (pro rata). Full time – term time only.

### PERSON SPECIFICATION

<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application (A) interview (I)</b>
<b>Qualifications</b>		
Minimum of 5 GCSEs (A-C) including English and Mathematics	E	A
<b>Experience</b>		
Knowledge of education and policies and procedures relating to working in a school.	D	A/I
Experience of administration in a busy office environment.	E	A/I
<b>Knowledge, Skills and Abilities</b>		
Strong written and oral communication skills	E	A/I
Ability to keep highly organised and adapt to changes within the working day	E	A/I
Commitment to self-development	E	A/I
Ability to establish good working relationships with others	E	A/I
Ability to communicate effectively at all levels	E	A/I
An understanding of the importance of confidentiality and discretion	E	I
Ability to remain motivated and resilient in times of challenge	E	I
Ability to make effective use of complex IT systems	E	A/I
Ability to take a flexible and positive approach to change	E	I
Ability to use own initiative and work under pressure to meet conflicting demands within deadlines	E	A/I
Be motivated to continually improve standards and achieve excellence	E	I
Ability to work independently	E	I

### Other (including special requirements)

1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake in-service development	E	I

**This post is subject to an enhanced Disclosure and Barring Service check**

**Note:** We will always consider your references before confirming a job offer in writing.