

PERSON SPECIFICATION

POST: Business Support Officer – Grade 3

Essential Requirements	Indicative method of assessment
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE Maths and English or equivalent or evidence of abilities at this level 	Application Form
<p>Experience</p> <ul style="list-style-type: none"> • Reception • Clerical • Financial work 	<p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Office methodologies (e.g. filing systems, correspondence, files etc.) • Effective use of ICT packages • Good standard of numeracy and written English • Knowledge of relevant policies/codes of practice & awareness of relevant legislation 	<p>Application Form/Interview</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>
<p>Skills/Abilities</p> <ul style="list-style-type: none"> • Good Keyboard / word processing skills • Communication/Interpersonal skills • Commitment to equal opportunities • Ability to relate well to children • Approachable, courteous and able to present a positive image of the school to callers / visitors • Flexible • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these • Ability to identify own training & development needs & cooperate with means to address these • Experience of SIMS system 	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview</p> <p>Interview/Assessment</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>