

The Acorn Partnership: School Business Officer Person Specification

Attributes	Essential	Desirable
Education / Qualifications	<p>Education to GCSE level with Maths and English at Grades A* - C or equivalent</p> <p>Willingness to undertake First Aid at Work training and Paediatric First Aid training</p>	<p>Management Information System (MIS) experience</p> <p>Certificate or Diploma in School Business Management</p> <p>AAT or equivalent finance qualification</p> <p>HR Qualification (CIPD or equivalent)</p> <p>Current First Aid Certificate</p>
Experience	<p>Minimum of 2 years' office experience</p> <p>Experience of undertaking a range of administrative tasks</p> <p>Experience of HR & Finance related systems and processes</p> <p>Experience of preparing and presenting data and reports</p>	<p>Experience of working in a school office</p> <p>Experience of managing others</p> <p>Experience of managing change and implementing new systems/ procedures/controls.</p> <p>Experience of preparing and monitoring detailed budgets</p>
Skills / Knowledge / Aptitude	<p>Excellent interpersonal skills</p> <p>Excellent standard of ICT skills – including but not limited to Excel, Word, Outlook etc.</p> <p>Ability to prioritise and solve problems on a day to day basis</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Empathy with children and young people</p> <p>Ability to manage a team to deliver the required outcomes</p>	

	<p>Team player</p> <p>Commitment to the highest standards of child protection and safeguarding</p> <p>Proven organisational skills with a high level of accuracy</p>	
Motivation	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	