

## The Acorn Partnership: School Business Officer Person Specification

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

	<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>	
<b>Motivation</b>	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	