# Person Specification

## School Business Officer – Harrogate High School

| Criteria | Essential | Desirable |
|---|---|---|
| **Qualifications** | | |
| Educated to A-Level or equivalent level | X | |
| Certificate in School Business Management (CSBM or DBSM) or willingness to complete such a qualification. | | X |
| Relevant Health and Safety Qualification | | X |
| Relevant HR qualification | | X |
| Commitment to ongoing Continuous Professional Development | X | |
| **Experience** | | |
| Experience of managing business and administrative systems to support operational delivery within an organisation | X | |
| Evidence of working effectively within a team, supporting senior colleagues as well as co-ordinating the work of wider colleagues to ensure overall organisational effectiveness | X | |
| Premises management and Health and Safety administration | | X |
| **Knowledge and Skills** | | |
| Excellent organisational skills | X | |
| Awareness of safeguarding procedures | X | |



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|---|---|---|
| Appropriate working knowledge of Data Protection | | X |
| Awareness of key issues in relation to Human Resources, Health and Safety and Site Management | | X |
| Good ICT skills including the ability to use a range of software packages | X | |
| Able to prioritise own workload and manage a wide portfolio of responsibilities in a busy school environment | X | |
| Digest, condense and make sense of large amounts of information. | X | |
| **Personal Qualities** | | |
| Excellent attention to detail | X | |
| Ability to think strategically and creatively, to develop ideas and implement them successfully | X | |
| Enthusiastic, energetic and self-motivating. | X | |
| Right To Work in the UK | X | |



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