

Hady Primary School

Person Specification – Senior Business Assistant – Grade 7

	Essential	Desirable
Skills	Ability to interact effectively with children, parents, the public and outside agencies	
	Ability to operate with minimal supervision and to work to strict deadlines	
	Ability to communicate effectively verbally and in writing	
	Ability to work effectively in a team: organising, prioritising and delegating tasks	
Knowledge	General office routines and procedures	
	Awareness of DCC's Equal Opportunities Policy	Safeguarding and child protection
	Word processing, publishing, spreadsheet, presentation, email and database systems	
Experience	Extensive and recent experience of working with Microsoft Office applications.	Experience of Office 365 and G Suite and their associated online applications
	Experience of working in an office and/or school environment	Experience of developing systems of working within an office/school environment
	Working with confidential material	
	Working on initiative	
Qualification	GCSE in English Language and Maths Grade C or above or equivalent	Level 3 relevant administrative qualification
Personal characteristics	Knowledgeable and highly competent	
	Willing to undertake training	
	Punctual and reliable	
	Approachable and empathetic	
	Creative and enthusiastic	
	Organised and resourceful	
Professional values	Wish to work within a School and be sympathetic to the school's vision and ethos and meet the expectations of the school's governing body	
	Establish and maintain good professional relationships with pupils, parents and colleagues	
	Adopt a flexible approach to working	