



School Business Assistant Person Specification



	Essential	Desirable
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics Evidence of continuing professional development	Relevant administration, finance or business qualification
Experience	Experience of working in an administrative, finance or business support role Experience of maintaining accurate records and information systems Experience of working effectively as part of a team	Experience of working within a school or educational setting Experience of handling financial transactions and reconciliation processes
Knowledge	Understanding of basic financial procedures and controls Understanding of data protection, GDPR and confidentiality requirements Awareness of safeguarding responsibilities within a school environment	Knowledge of school finance procedures and budget monitoring processes Knowledge of school management information systems (MIS)
Skills	Excellent organisational and administrative skills Ability to prioritise workload and meet deadlines Strong numeracy and attention to detail Good written and verbal communication skills Ability to work independently and use initiative whilst recognising when to seek guidance	Ability to maintain accurate financial and administrative records
Personal Qualities	Professional, reliable and trustworthy High levels of integrity and confidentiality Positive and flexible approach to work Ability to build positive working relationships with colleagues, pupils, parents and external partners	Commitment to supporting wider school improvement priorities
Other	Commitment to safeguarding and promoting the welfare of children and young people Willingness to undertake an enhanced DBS check Commitment to equality, diversity and inclusion	Willingness to contribute to wider school life and ethos

