



## Business Management Administrator Person Specification



	Essential (E) or Desirable (D)
<p><b>Education, qualifications and training</b></p> <ul style="list-style-type: none"> <li>• Good educational background</li> <li>• Literacy and numeracy equivalent to NVQ Level 2 or GCSE Grade C in English and Maths</li> </ul>	E E
<p><b>Skills, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Effective written and verbal communication skills appropriate for a range of different situations.</li> <li>• Effective use of ICT packages to support office functions.</li> <li>• Excellent keyboard skills</li> <li>• Ability to deal sensitively with parents and children.</li> <li>• Ability to deal with difficult situations in a professional manner.</li> <li>• Accurate minute taking</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to apply the principles of customer care in the work situation.</li> <li>• Ability to work on own initiative without supervision.</li> <li>• To work effectively as part of the whole school team.</li> <li>• Ability to meet deadlines and prioritise workload</li> <li>• Excellent organisation skills and ability to multi task.</li> <li>• First aid qualification</li> </ul>	E E E E E E E E E E E E E E E E D D D
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• 'Can do' attitude and excellent work ethic</li> <li>• Approachable</li> <li>• Calm</li> <li>• Cheerful</li> <li>• Flexible</li> <li>• Sense of humour</li> <li>• Enthusiastic</li> </ul>	E E E E E E E