

Riddings Junior School
Person Specification for the role of School Business Assistant

	Essential	Desirable
Qualifications and Training		
Good qualifications in English and Maths (GCSE A* - C or equivalent)	✓	
Willingness to undertake continuing training in ICT systems, Safeguarding, First Aid and any other training deemed necessary or desirable.	✓	✓
NVQ or similar qualification in Administration or Customer Services		✓
Skills		
Good ICT skills including a competent knowledge of Microsoft Word and Excel.	✓	
Ability to maintain manual and computerised records and management information systems.	✓	
Have a good level of numeracy skills to be able to undertake general financial administration such as processing orders and invoices.	✓	
Excellent written and oral communication skills including grammar and spelling. Being able to accurately handle all enquiries.	✓	
Managing and prioritising work loads	✓	
Experience		
Experience in a front line customer service environment	✓	
Experience in a busy office environment, working to deadlines	✓	
Experience of working with children		✓
Knowledge		
Some knowledge of Safeguarding	✓	
Some knowledge of GDPR and Data Protection		✓
Understanding of Health and Safety and its implications		✓

Understanding of the legislation and implications of Equal Opportunities

Personal Qualities

Maintain strict confidentiality in all matters

Ability to multi task and work under pressure whilst maintaining an excellent standard of work, and a positive and professional attitude

Ability to form and maintain appropriate professional relationships with pupils, staff, governors, parents/carers and other involved in the smooth running of the school.

Adaptable and flexible

Showing commitment to the protection and safeguarding of young people

Confident in having potentially challenging conversations with stakeholders

Maintain a calm exterior under pressure