

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		✓

[illegible]

Maintain strict confidentiality in all matters

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

Showing commitment to the protection and safeguarding of young people

Maintain a calm exterior under pressure