



## Alston Lane Catholic Primary School and Nursery

Person Specification Form		
<b>Job title:</b> Business Support Officer 1	<b>Required:</b> 1 <sup>st</sup> September 2018	
<b>Directorate:</b> Children and Young People		
<b>Establishment or team:</b> Alston Lane Catholic Primary School and Nursery		
Requirements - (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I) or reference (R)
<b>Application</b>		
Well supported by references.	E	A,R
Well-structured supporting letter.	E	A
Application form and letter completed without error (including spelling, grammar and punctuation).	E	A
<b>Training and Qualifications</b>		
GCSE English grade C or above (or equivalent)	E	A
GCSE maths grade C or above (or equivalent)	E	A
Accountancy	D	A
Word processing and IT	D	A
Recent & relevant participation in professional development	D	A
<b>Experience &amp; Professional Knowledge</b>		
Financial Administration	E	A,I,R
Experience of working in a busy office	E	A,I,R
Using Microsoft Office software proficiently	E	A,I,R
Using SIMs and Finance 6	D	A,I,R
Working in a school	D	A,I,R



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<b>Knowledge, skills and abilities</b>		
Strong communication and interpersonal skills	E	A,I,R
To have confidence to engage with parents effectively	E	A,I,R,
Accuracy, accountability and confidentiality	E	A,I,R
<b>Personal Characteristics</b>		
Organised and dedicated with high levels of initiative	E	A,I,R
Professionalism – have very high expectations and standards	E	A,I,R
Evidence of a high level of personal motivation and enthusiasm	E	A,I,R
The ability to work closely as part of a team.	E	I,R
Flexible and good humoured	E	I,R
<b>Other</b>		
Commitment to ensure that all children in school are safe from harm/ knowledge of safeguarding issues	E	I
Commitment to health and safety	E	I
Positive health and attendance record	E	I
<b>Please Note: References will always be considered before confirming a job offer in writing.</b>		