



Alston Lane Catholic Primary School and Nursery

Person Specification Form		
Job title: Business Support Officer 1	Required: 1 st September 2018	
Directorate: Children and Young People		
Establishment or team: 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)
Application		
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
Training and Qualifications		
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
Experience & Professional Knowledge		
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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Knowledge, skills and abilities		
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
Personal Characteristics		
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
Other		
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

Please Note: References will always be considered before confirming a job offer in writing.