



Person Specification

Post: School Business Officer

Location: Pilgrim Pathways School, Ida Darwin, Fulbourn, Cambridge.

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential	Desirable
Educated to A level, NVQ3 or equivalent standard (eg GNVQ, Certificate in Management, BTech)	IT Qualified to CLAIT/IBT2/RSA/ECDL
	NVQ Level 3 in Administration or Management
	NVQ Assessor
	Adult Mental Health First Aider

Experience & Knowledge

Essential	Desirable
Extensive office administrative experience	Experience of working in a school/alternative provision
Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages	Experience of managing a team
Knowledge of health and safety legislation	Knowledge of budget management
Knowledge of Data Protection (GDPR) and Equal Opportunities legislation and their requirements	Knowledge of Council policies & procedures
Experience of financial management, procedures and processes	Experience of local authority financial management, including the use of ERP
Understanding of HR management, procedures and processes	Understanding of project management principles
	Knowledge of managing attendance and the school census
	Knowledge of Safeguarding and Child Protection

Skills & Attributes

Essential	Desirable
Able to work independently and be proactive in seeking external training / support, when required	

A keen eye for detail, whilst being able to meet deadlines effectively	
Able to problem solve and demonstrate a solution-focussed approach	
Able to work on own initiative with minimal supervision	
Able to prioritise workload and complete in timely manner	
Able to consistently produce work of a high standard	
Excellent interpersonal skills - able to communicate in a friendly, open and constructive	
Commitment to continuous service development	
Willingness to undertake personal and role development	
Ability to grasp, assimilate and apply information and concepts quickly	

Behaviours

Essential	
High levels of initiative	
Maintain professional at all times	
Be approachable and adaptable to both staff and wider stakeholders	
Be flexible and demonstrate effective ability in working with others	
Uphold respect for others and public resources	
Be proactive in promoting the school at every opportunity and its values as a Local Authority service	
Deliver all elements of the role with integrity	

Equal Opportunities

Essential	Desirable
An understanding of equal opportunities and rights of all young people	
Willingness to provide access of education to all students	