



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
Understanding of financial management, procedures and processes	Experience of local authority working
Understanding of HR management, procedures and processes	Understanding of project management principles
	Knowledge of managing attendance, census in schools
	Knowledge of Safeguarding and Child Protection

Skills & Attributes

Essential	Desirable
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	
Initiative	
Professional	
Approachable and adaptable	
Working with others	
Respect for others and public resources	
Excellence	
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.	