

Person specification form		
<b>Job title:</b> School Business Support Officer	<b>Grade:</b> 5	
<b>Essential Car User</b>	<b>No</b>	
<b>Requirements (based on the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)</b>
<b>Qualifications</b>		
GCSE Maths & English A-C or equivalent	E	AF
Business and administration qualification (NVQ and above)	D	AF, I
CSBM (Certificate of School Business Management) or equivalent	D	AF
<b>Experience</b>		
Experience in working in a school office environment	D	AF, I
Experience in school financial systems SIMs.net /FMS	D	AF, I
Experience with on-line payment systems	D	AF, I
Experience of Microsoft IT software packages	E	AF, I
Experience of the maintenance of computerised records	E	AF, I
<b>Knowledge, skills and abilities</b>		
Ability to work both independently and as part of a team	E	AF, I, R
Excellent communication and inter-personal skills	E	AF, I, R
Excellent written communication, spelling, and grammatical skills	E	AF, I, R
Ability to be flexible and to adapt to the changing needs of the school	E	AF, I, R
Knowledge of school policy and procedures	E	AF, I
Knowledge of Health & Safety regulations and procedures	D	AF, I
Effective communication with a range of children, families, staff, governors, and visitors to school	E	AF, I, R
Experience of customer service delivery and dealing with the public, including dealing with challenging situations and using discretion	E	AF, I, R
Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures	E	AF, I, R
Prioritisation and workload management skills, and the ability to effectively deal with interruptions and conflicting demands, to ensure deadlines are met	E	AF, I, R
Ability to establish and maintain confidential and sensitive relationships with parents, staff, and pupils	E	AF, I, R
Liaison with external agencies in regard to marketing and promoting a school through website content and news articles	D	AF, I
Ability to develop / implement policies and procedures	D	AF, I, R

Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
5. Commitment to the inclusion of all children	E	I
6. Commitment to participate in the wider life of the school eg. PTFA events	E	AF, I, R
7. A commitment to own personal development and willingness to actively engage in the performance management process	E	AF, I
8. Dependable, committed, and adaptable, with a flexible approach to work	E	I
9. Ability to work collaboratively with colleagues	E	AF, I
10. A well-presented, professional appearance is required	E	I
<b>Prepared by:</b> Business Manager		<b>Date:</b> June 2025
<b>Note: We will always consider your references before confirming a job offer in writing. All appointments are subject to criminal background clearance.</b>		