**Business Support Officer**

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| **Person Specification** |
| **Post title:** Business Support Officer  | **Grade: 3** |
| **Establishment or team: St John the Baptist RC Burnley**  |
| **Requirements****(based on the job description)** | **Essential** **(E) or** **desirable** **(D)** | **To be identified by: application form (AF),** **interview (I), Reference (R), test (T), or** **other (give details)**  |
| **Qualifications**5 GCSEs including Maths and English Grade C or above Commitment to ongoing professional development | EE | AFAF |
| **Experience**Experience of working in an administration role in a busy and fast-paced environmentExperience of working in line with policies / regulations / legislation  | ED | AF/IAF/I |
| **Knowledge, skills and abilities**Ability to deal with sensitive matters with a caring mannerAbility to manage a varied workload as well as delivering to timescaleStrong ICT skillsAnalytical skills, including use of ExcelExcellent verbal and written communication skillsExcellent planning and organisation skillsAbility to always maintain strict confidentiality and discretion | EEEEEEE | AF/IAF/I/TAF/IAF/IAF/IAF/IAF/I |
| **Personal Qualities**Emotional resilienceCommitted to the development and ethos of the School/TrustAbility to self-evaluate and reflectAbility to build and maintain effective working relationships with a wide variety of peopleAbility to work under pressure and to strict deadlinesReliable, flexible and approachableCommitted to own professional development | EEEEEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Other**Commitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to health and safety | EEE | III |
| **Note: We will always consider your references before confirming a job offer in writing.** |
| **Prepared by: RCAT HR Department**  | **Date: Sept 2023** |