**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 | E  E | | | AF  AF |
| **Experience**  Experience of working in an administration role in a busy and fast-paced environment  Experience of working in line with policies / regulations / legislation | E  D | | | AF/I  AF/I |
| **Knowledge, skills and abilities**  Ability to deal with sensitive matters with a caring manner  Ability to manage a varied workload as well as delivering to timescale  Strong ICT skills  Analytical skills, including use of Excel  Excellent verbal and written communication skills  Excellent planning and organisation skills  Ability to always maintain strict confidentiality and discretion | E  E  E  E  E  E  E | | | AF/I  AF/I/T  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Personal Qualities**  Emotional resilience  Committed to the development and ethos of the School/Trust  Ability to self-evaluate and reflect  Ability to build and maintain effective working relationships with a wide variety of people  Ability to work under pressure and to strict deadlines  Reliable, flexible and approachable  Committed to own professional development | E  E  E  E  E  E  E | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other**  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety | E  E  E | | | I  I  I |
| **Note: We will always consider your references before confirming a job offer in writing.** | | | | |
| **Prepared by: RCAT HR Department** | | | **Date: Sept 2023** | |