Post: School Business Support Officer/Welfare

Grade: 4

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| Requirements (based on the job description)  | Essential (E) or desirable (D) | To be identified by: application form (AF), interview (I) |
| **Qualifications** Good academic qualifications (min grade C GCSE including maths and English or equivalent) | E | AF |
| **Experience** Experience in working in an office environment (preferably within a school) Experience in school database system i.e. SIMS/ArborExperience in school financial system Experience with on-line payment system i.e Parent Pay | DDDD | AF, IAF, IAF, IAF, I |
| **Knowledge, Skills and abilities**Enthusiasm for working in schoolsAbility to communicate effectively with staff, children, parents and governors, visitors, community and relevant external agencies in a variety of formatsA hardworking and committed attitudeAbility to relate well to children and adultsAbility to work independently and as part of a teamAbility to follow instructions and learn from experienceKnowledge of school policy and proceduresAbility to plan, organise, prioritise work and meet tight deadlines, ensuring the smooth running and professional practice of the school officeAbility to carry out a wide range of administrative tasksFlexible attitude to workKnowledge of the concept of confidentiality | EEEEEEEEEEE | AF,IAF,IAF,IAF,IAF,IAF,IAF,IAF,IAF,IAF,IAF,I |
| **Special requirements**Correctly filled in formCommitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to health and safetyCommitment to attendance at workCommitment to undertake in-service development | EEEEEE | AFIIIII |
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