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/Arbor  Experience in school financial system  Experience with on-line payment system i.e Parent Pay | D  D  D  D | AF, I  AF, I  AF, I  AF, I |
| **Knowledge, Skills and abilities**  Enthusiasm for working in schools  Ability to communicate effectively with staff, children, parents and governors, visitors, community and relevant external agencies in a variety of formats  A hardworking and committed attitude  Ability to relate well to children and adults  Ability to work independently and as part of a team  Ability to follow instructions and learn from experience  Knowledge of school policy and procedures  Ability to plan, organise, prioritise work and meet tight deadlines, ensuring the smooth running and professional practice of the school office  Ability to carry out a wide range of administrative tasks  Flexible attitude to work  Knowledge of the concept of confidentiality | E  E  E  E  E  E  E  E  E  E  E | AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  AF,I |
| **Special requirements**  Correctly filled in form  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety  Commitment to attendance at work  Commitment to undertake in-service development | E  E  E  E  E  E | AF  I  I  I  I  I |
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